PeopleSoft for Site Administrators

SDUSD PeopleSoft Training

Spring 2010

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Introduction and General Information

This manual was created for use by SDUSD site administrators such as school principals, directors, and other department heads. It contains information to help you complete your most common tasks in both the Human Resources (HCM) and Financials PeopleSoft applications.

The San Diego Unified School District uses a computer software program called “PeopleSoft” or “Oracle PeopleSoft Enterprise” to handle the day-to-day business of running the district. This includes managing your budgets to help you provide your site and staff with the goods and services they need.

While you don’t have to be a computer whiz to use the district’s PeopleSoft software, you do need to be relatively comfortable using a PC computer with Windows, as well as using the Internet, in order to have the most success.

This manual contains the following modules of information:

- Chartfields
- Budget Reports for Your Department or School
- How to Approve or Deny eProcurement Requisitions
- How to Approve or Send Back Travel Expense Forms
- Key Payroll Elements for Managers
- How to Review and Approve Reports
- Human Capital Management
- Position Management
- How to Find Support

How to Log Into PeopleSoft

In order to use our district’s PeopleSoft applications, you must have a computer (PC or MAC) that uses the latest version of Microsoft Internet Explorer, FireFox or Safari. You cannot use Netscape Navigator with PeopleSoft.

1. Launch Microsoft Internet Explorer, FireFox or Safari.
2. Go to: **https://dwa.sandi.net**.
3. Enter your User ID # (SDUSD Employee ID number. If you don’t know it, ask your supervisor or just look on your paycheck stub).
4. Enter your personal DWA password (You must create one the first time you use PeopleSoft. It is the same password as the one you use for your school district email. Please see the Job Aid “Setting Up Your DWA Password”).
5. Click “**Sign in**”.
6. On the next page (portal page) you’ll see several hyperlinks to choose from.

a. If you click the link **Financials Supply Chain 8.9**, you will gain access to the Financials part of PeopleSoft. There you'll find eProcurement, Travel Expenses, and some (not all) Budget Report query pages.

b. If you click the link **Human Resources 8.9**, you will gain access to the HR part of PeopleSoft. There you'll find Time & Labor, PAR's, and other related Human Resources applications.

7. After clicking one of those two links named above, on the next page you will see menu choices on the left-hand side of your screen. From there, you can navigate to all the different pages where you can accomplish the tasks in this manual.

Important Advice

☞ To avoid frustrating moments and to experience the best (and often faster) use of PeopleSoft, please observe the following:

- Always single-click. Never double-click with your computer mouse. If you double-click anything in PeopleSoft it can slow the computer down substantially, and even freeze your screen or log you out of the system.

- Delete your cache files (temporary internet files) on a regular basis. If you use PeopleSoft daily, you should delete your cache at least once a week. Less often if you don't use PeopleSoft that frequently.

- Never click the Back button on your Internet browser window. If you do (in order to return to the previous page), PeopleSoft software will very likely bump you out of the system (log you out). If that happens, you risk losing the work you were in the middle of completing. There will always be a hyperlink or button you can click in order to return to the previous page, usually located at the bottom of any PeopleSoft screen.

☞ To safeguard your personal information, including your paycheck, Social Security number, salary, and benefit information, please remember the following:

Never, ever share your password with ANYONE. Period.

If you share your password with another person you place yourself at great personal risk; not to mention the fact that signing into PeopleSoft under someone else's employee ID and password constitutes fraudulent activity, and is definitely against SDUSD policy.

You are given a unique employee ID number and a personal password (for email, Zangle, PeopleSoft, etc.) for excellent reasons having to do with professional, financial, and personal security. Please do not compromise this by asking an employee to log into PeopleSoft under your identity.

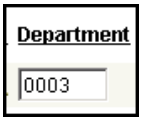
Chapter 1 - Financials: Budgets

Chartfields

Chartfields are an integral part of how PeopleSoft works within our district. In order to fill your orders for goods and services through eProcurement, and to process your Travel & Expenses requests, it is essential that you and your staff understand the basics of Chartfields.

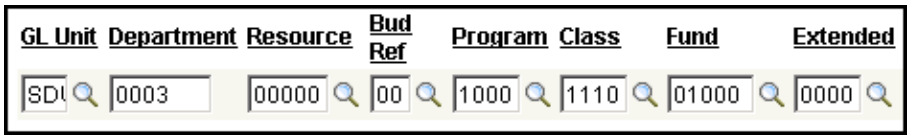
Chartfield: A PeopleSoft vocabulary term meaning a field (that looks like a textbox) into which budget code numbers are selected or entered (typed). Each Chartfield represents a different criterion that helps determine which budget is being named. Chartfields are meant to contain the Financial Accounting Codes used in transactions. Think of a single Chartfield as a single jigsaw puzzle piece. Each Chartfield contains its own unique piece of a numeric budget name. The example below shows a Department Chartfield.

Example:



Chartfield String: A numeric sentence comprised of several Chartfields (seven for Travel Expenses or eight for eProcurement). One entire Chartfield String represents a single budget. Think of a Chartfield String as a bunch of puzzle pieces fitting together to create a whole unit (one whole budget).

Example of a typical Travel Chartfield String:



The Chartfield String is a required element of eProcurement requisitions, and Travel & Expense forms. Chartfield Strings must be manually entered by the Originator/Requester who is creating the online form. It is the responsibility of the Originator/Requester (the person who creates and submits these forms) to ensure that the correct Chartfield Strings are entered. It is the responsibility of the Approver (the site administrator/principal/department head) to examine the details of these submitted forms, and then to approve, send back for revision, or deny them.

The Chartfield String basically does two things:

1) It controls the workflow, i.e., it determines which Approver receives the form (ePro requisition or Expenses form).
2) It points to and connects with the budget whose funds will be pre-encumbered to pay for the requisition or the travel expenses.

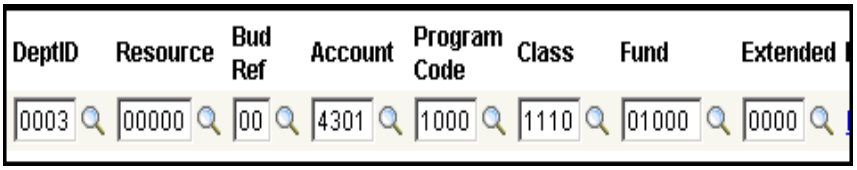
NOTE: ***It is extremely important that the correct Chartfield String is entered, and that the budget related to that String has sufficient funds at the time the form is created and submitted. Forms submitted without correct, funded budget Chartfield Strings will not be processed.***

NOTE: ***It is the Approver's responsibility to ensure that the correct Chartfield String (budget) is used on every form. For example, if an Approver approves an eProcurement requisition that uses the wrong budget, it is the Approver's responsibility, not the Requester's.***

Chartfield Definitions:

Chartfield	Description
1. Department	Leading digit indicates a school (‘0’), small school (‘3’), central/administration (‘5’), or Food Services departments (‘8’ or Central).
2. Resource	The Resource Chartfield corresponds to the Local, State, or Federal Grant number.
3. Budget Reference	The Budget Reference corresponds to the year the funding ends for certain resources – most transactions accept default of ’00’.
4. Account	SDUSD’s Account number; the type of expense.
5. Program	State of Calif. mandated field that classifies transactions according to the purpose/reason for the transaction.
6. Class	Further categorization of the Program field mandated by the State of Calif. required only in particular circumstances.
7. Fund	Used to identify the source of funds for a transaction.
8. Extended	An extension of the Program field that will store District-specific information not required by the State.

Example of a Typical ePro Requisition Chartfield String:



Adams Elementary School might order textbooks using this Chartfield String (**NOTE**: The highlighted Chartfields below are the most important ones for site administrators to double-check before approving something):

- **Department – 0003 (Adams Elementary)**
- **Resource – 00000 (Unrestricted Funds)**
- Budget Reference – 00 (Undefined)
- **Account – 4301 (Instructional Supplies)**
- Program – 1000 (Instruction)
- Class – 1110 (Regular Education, K-12)
- **Fund – 01000 (General Fund)**
- Extended – 0000 (Undefined)

Budgets

Budget-Check Overview:

Budget-Check is a process that must be run on every eProcurement Requisition, Travel Authorization, and Expense Report. All these forms ***must*** pass the Budget-Check process successfully, or they ***cannot be approved and processed***.

When Budget-Check is initiated on an item, the computer system immediately goes into the designated budget (determined by the Chartfield String that the Requester entered onto the form) and encumbers the money right away. This means that enough money must be available in that budget to cover the cost of the ePro Requisition, Travel Authorization, or Expense Report prior to the creation of the form.

The following people are responsible for running the Budget-Check procedures:

- eProcurement Requisitions: Originator / Requester (clerk, assistant, or other employee)
- Travel Authorizations: Department Approver (site administrator)
- Expense Reports: Department Approver (site administrator)

How a Department Approver runs a Budget-Check for travel forms is covered in greater detail later on in this manual.

Budget Errors Overview:

Occasionally, when Budget-Checks are run, a Budget Error occurs. You would see an indication on your computer screen that tells you a Budget Error has happened.

If the form receives a Budget Error, you ***cannot*** approve it until the budget error is resolved. This means you must contact your Budget Analyst and ask him/her to assist you by transferring funds into the budget that generated the error. Then you must wait until the Budget Check process is run again on the item that had the error (either by you, if it is a Travel Authorization, or by the Requester for an ePro Requisition or Expense Report), and verify that the error is gone.

How to handle budget errors is discussed in greater detail later on in this manual.

Budget Reports Overview:

These are report queries you can create and run yourself, virtually anytime you wish. Budget reports provide you with information that can help you manage your department's funds. These reports can tell you what budget strings are available; how much money you currently have available in any given budget; how much has been encumbered; and how much has already been spent. You can customize the reports to provide you with information about all your budgets at once, or about only certain budgets you select to view.

This manual shows how to create and run two different budget reports:

- **Budget Summary Report:** Data on current, available balances only.
- **Budget Overview Report:** Data on current, available balances, as well as data on pre-encumbrances, encumbrances, and expensed amounts. Interactive report results, with hyperlinks you can click on.

Budget Summary Report – Example Exercise

This report is the fastest and easiest to create and run, although it gives you limited information (only account balances of available funds).

Step by Step: Create & Run a Budget Summary Report

Step 1

a) Sign into PeopleSoft (go to **https:\\dwa.sandi.net**).

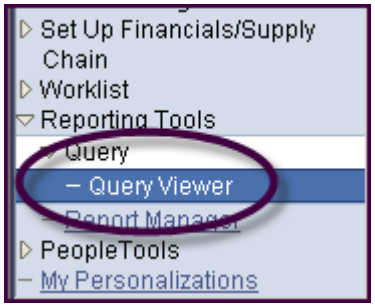
b) Click **PeopleSoft**.

c) Click **Financials Supply Chain 8.9**.

d) Click **Reporting Tools** (shown in this illustration).

Step 2

Click **Query**, and then below that click **Query Viewer**.



Step 3

In the empty textbox on the right, type the following: **SD_BD_REM**

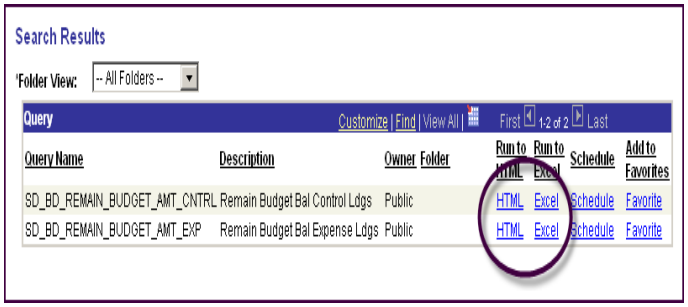
Query Viewer
Enter any information you have and click Search. Leave fields blank for a list of all values.
*Search By: Query Name
begins with
SD_BD_REM
Search
Advanced Search

Step 4

Click the **Search** button.

Step 5

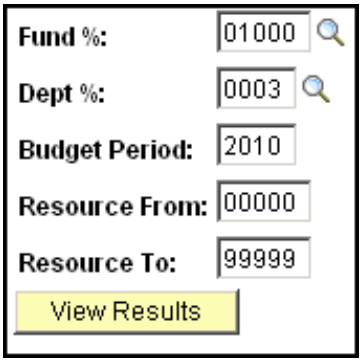
Click the **HTML** or **Excel** blue hyperlink, next to the report you wish to run; either **Control** or **Expense**.



Step 6

In **Fund**, **Dept.**, **Budget Period**, **Resource** To and From fields, type the criteria you wish to use that will determine the results of the report. In this example, we entered criteria that will show the remaining available amounts for all Adams Elementary School's (Dept. 0003) budgets that use Unrestricted Funds (01000), and all Resources (00000-99999) for the Budget Period (fiscal year) 2010.

Then click **"View Results".**



Step 7

Allow the computer time enough to load the information. It may take a minute or longer. You should then see a list of all the budgets pertaining to the criteria you entered, and the current available balances for each one on the right-hand side. You can also download the information to an Excel spreadsheet.

NOTE: These balances may not be up-to-the-minute current. They may be a day or two behind. To be absolutely sure, check with your Budget Analyst to find out how current this report is.

View All First 1-49 of 49 Last

	Budget Period	DeptID	Resource	Bud Ref	Account	Program	Class	Fund	Extended	Remaining Budget Amt
1	2010	0003	00000	00	4101	1000	1110	01000	0000	2999672.00
2	2010	0003	00000	00	4201	1000	1110	01000	0000	3000000.00
3	2010	0003	00000	00	4301	1000	1110	01000	0000	2996427.75
4	2010	0003	00000	00	4301	3140	0000	01000	0000	500.00
5	2010	0003	00000	00	4302	1000	1110	01000	0000	2999607.26
6	2010	0003	00000	00	4310	1000	1110	01000	0000	3000000.00
7	2010	0003	00000	00	4491	1000	1110	01000	0000	1994400.00
8	2010	0003	00000	00	5203	1000	1110	01000	0000	3000000.00
9	2010	0003	00000	00	5207	1000	1110	01000	0000	2998889.24
10	2010	0003	00000	00	5209	1000	1110	01000	0000	2999950.00

Budget Overview Report – Example Exercise

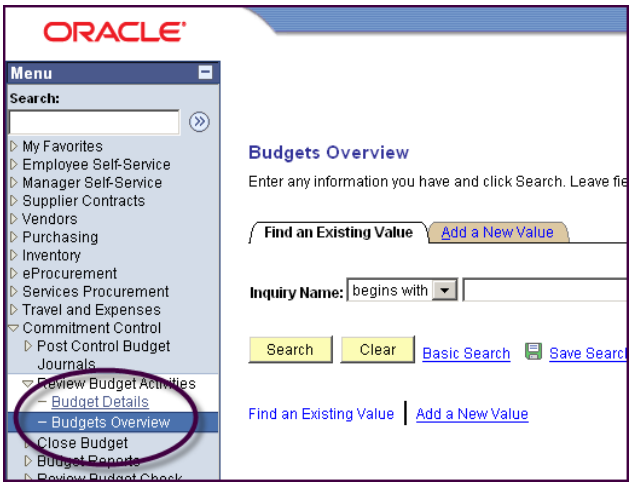
This report provides information about as many or as few budgets as you wish to see. It shows you available balances, expensed amounts, and encumbered amounts. It contains interactive hyperlinks you can click to view more details within the results of the report.

Step by Step: Create & Run a Budget Overview Report

Step 1

Log into PeopleSoft Production (use your own user ID and Password). Click on the **Financials Supply Chain 8.9** link. Then follow this menu navigation:

Commitment Control → Review Budget Activities → Budget Inquiry → Budgets Overview

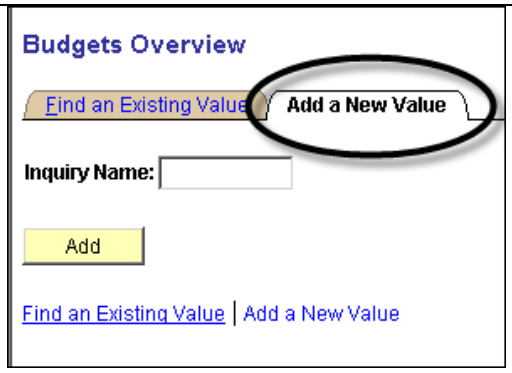


Step 2

Click the **Add a New Value** tab.

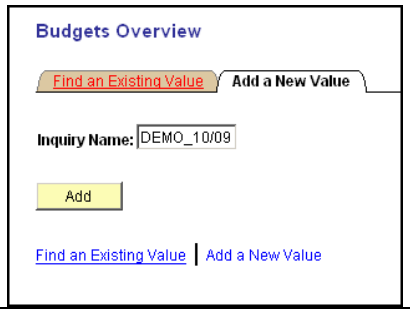
NOTE: Only use this tab **ONCE**. You will create and save this new query now.

Every time you run this report in the future, use the **Find an Existing Value** tab to call up your saved query. Then you can run the same query and receive fresh, up-to-date information each time.



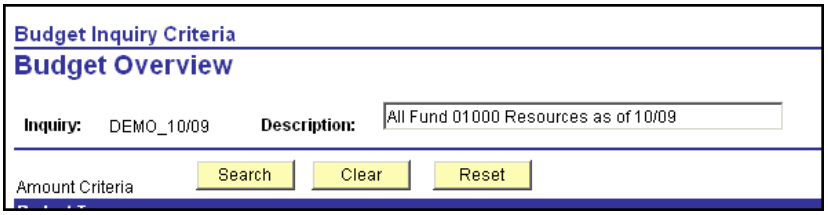
Step 3

Type a short name into the **Inquiry Name** field. **Click** the **Add** button.



Step 4

Type a longer name into the **Description** field for the report you want to create.

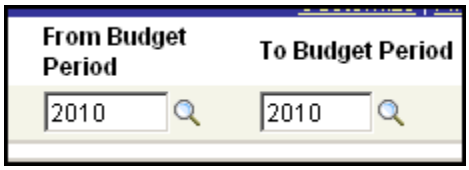


Step 5

Type the word **EXPENSE** or **CONTROL** into the Ledger Group field. Expense will show individual expense accounts. Control will show only the larger, overview accounts.

Step 6

Click into the **From Budget Period** field. It should automatically populate with the current year. If it doesn't, you can type **2010** or whatever the current fiscal year is.

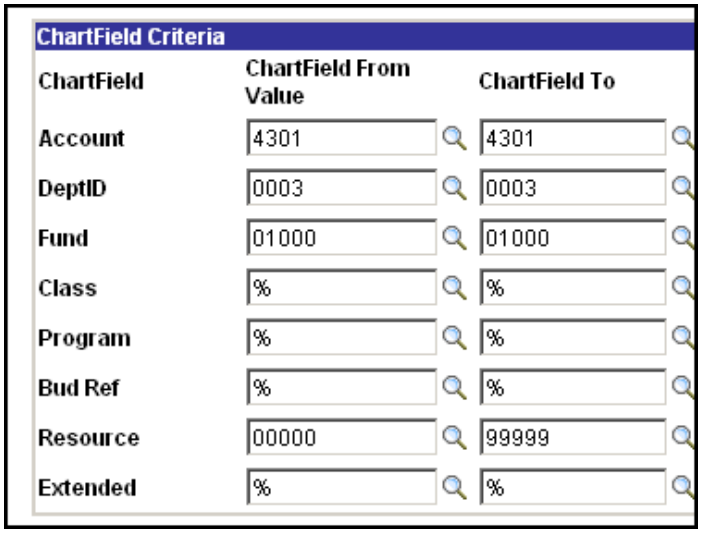


Step 7

Type your Dept. code number in place of the **%** sign in the **DEPTID** field.

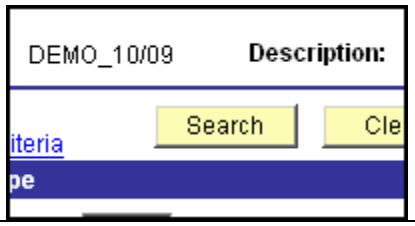
Do the same for any other Chartfield Value you desire. In this example, we entered criteria to display a report showing all 01000 Funds, with 4301 Accounts that use the General Resource of 00000, for Dept. 0003 (Adams Elementary).

Then, if you want to retain this query so you can run future reports, click SAVE in the bottom left corner of the screen. To just run this report this one time, do not save it; just run it (see next step to run it).



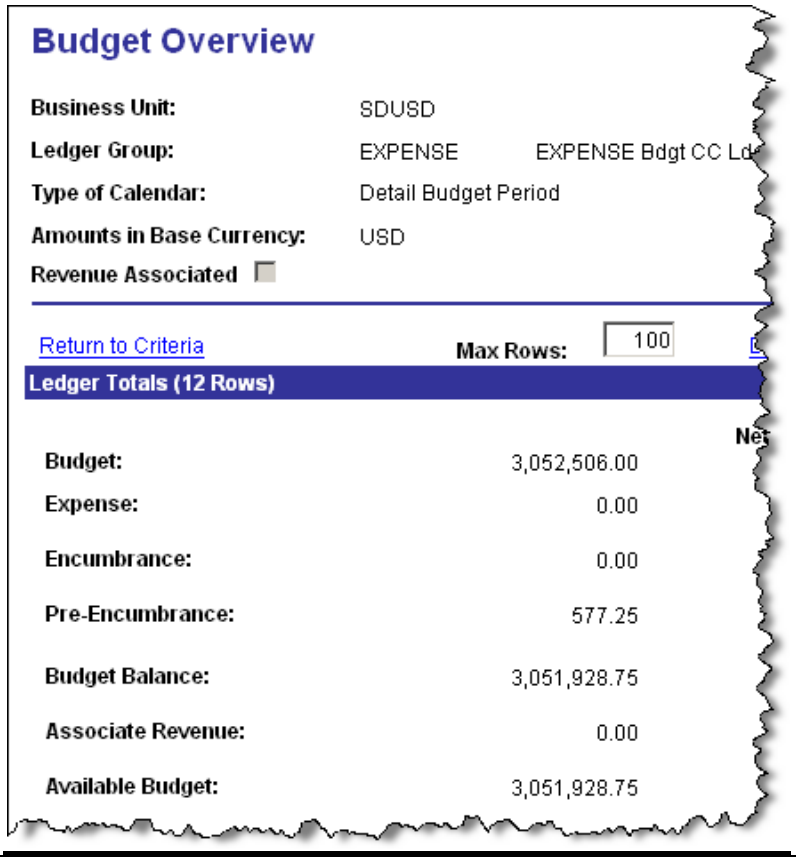
Step 8

Scroll back up to top of page and **click** the **Search** button to run the report. It may take several moments for the results to appear.



Step 9

First you will see the general information at the top of the screen.



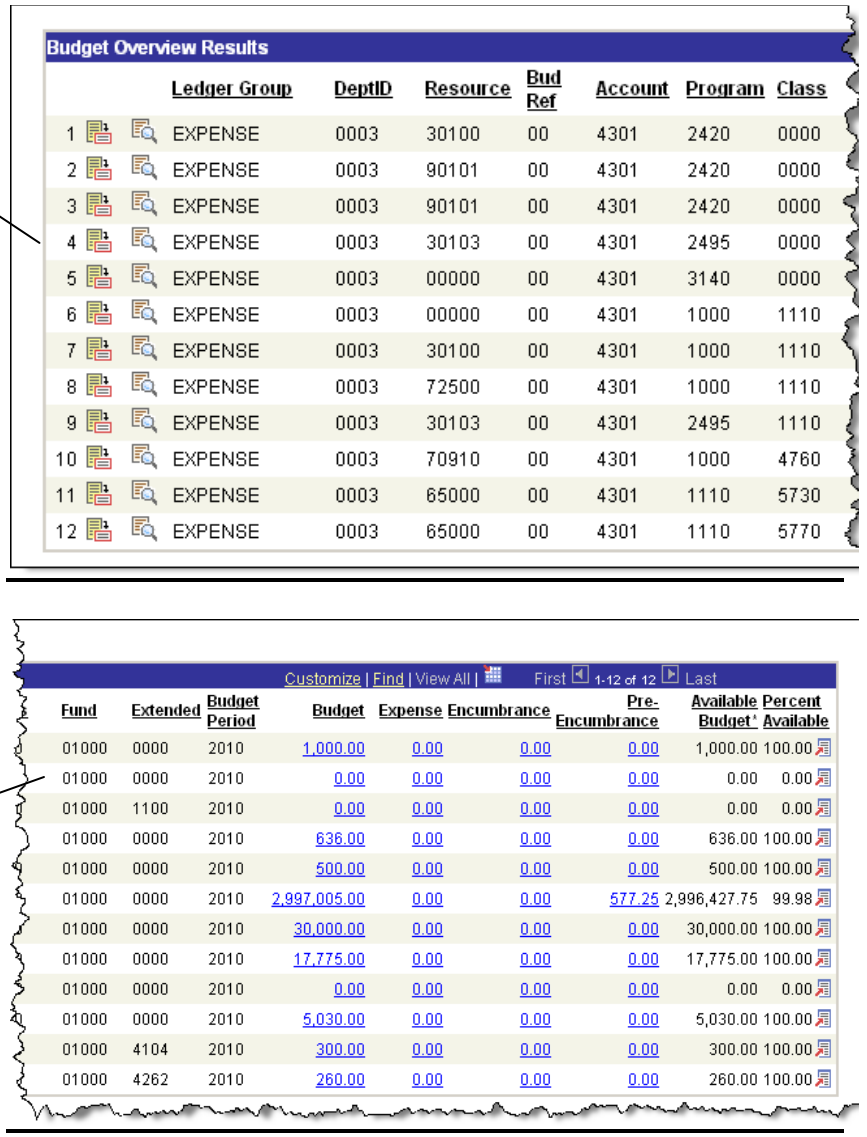
Step 10

Scroll the page down. You will see the **Budget Overview Results**, in a long, horizontal table.

To see the rest of the information, including dollar amounts, scroll your screen to view the far right-hand side.

Left Side

Right Side



Budget Overview Results

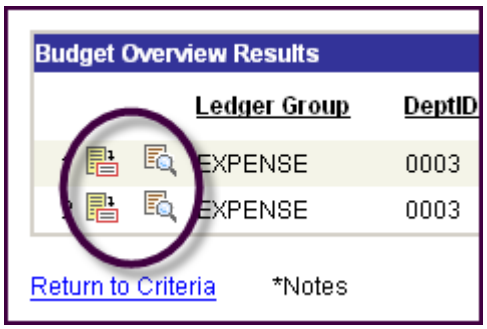
	Ledger Group	DeptID	Resource	Bud Ref	Account	Program	Class
1	EXPENSE	0003	30100	00	4301	2420	0000
2	EXPENSE	0003	90101	00	4301	2420	0000
3	EXPENSE	0003	90101	00	4301	2420	0000
4	EXPENSE	0003	30103	00	4301	2495	0000
5	EXPENSE	0003	00000	00	4301	3140	0000
6	EXPENSE	0003	00000	00	4301	1000	1110
7	EXPENSE	0003	30100	00	4301	1000	1110
8	EXPENSE	0003	72500	00	4301	1000	1110
9	EXPENSE	0003	30103	00	4301	2495	1110
10	EXPENSE	0003	70910	00	4301	1000	4760
11	EXPENSE	0003	65000	00	4301	1110	5730
12	EXPENSE	0003	65000	00	4301	1110	5770

Customize | Find | View All | First 1-12 of 12 Last

Fund	Extended	Budget Period	Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget*	Percent Available
01000	0000	2010	1,000.00	0.00	0.00	0.00	1,000.00	100.00
01000	0000	2010	0.00	0.00	0.00	0.00	0.00	0.00
01000	1100	2010	0.00	0.00	0.00	0.00	0.00	0.00
01000	0000	2010	636.00	0.00	0.00	0.00	636.00	100.00
01000	0000	2010	500.00	0.00	0.00	0.00	500.00	100.00
01000	0000	2010	2,997,005.00	0.00	0.00	577.25	2,996,427.75	99.98
01000	0000	2010	30,000.00	0.00	0.00	0.00	30,000.00	100.00
01000	0000	2010	17,775.00	0.00	0.00	0.00	17,775.00	100.00
01000	0000	2010	0.00	0.00	0.00	0.00	0.00	0.00
01000	0000	2010	5,030.00	0.00	0.00	0.00	5,030.00	100.00
01000	4104	2010	300.00	0.00	0.00	0.00	300.00	100.00
01000	4262	2010	260.00	0.00	0.00	0.00	260.00	100.00

Step 11

After scrolling around the page to see what is there, it is up to you what to click on next. We suggest you try clicking on one of the icons to see more details about transactions against these budgets.

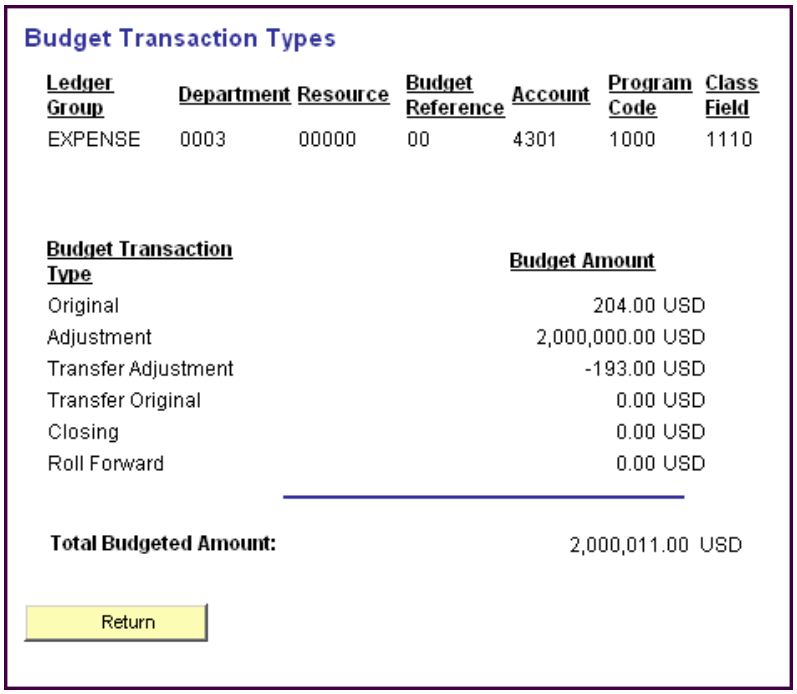


Step 12

You can click the Return button to get back to the previous page. **DO NOT** use the **Back** button on the browser window.

Instead, click on a blue hyperlink or yellow button on the current page itself. Examples: "OK," or "Return"

Additionally, you can always click on another page link in the main menu on the left side.



Budget Transaction Types

Ledger Group	Department	Resource	Budget Reference	Account	Program Code	Class Field
EXPENSE	0003	00000	00	4301	1000	1110

Budget Transaction Type	Budget Amount
Original	204.00 USD
Adjustment	2,000,000.00 USD
Transfer Adjustment	-193.00 USD
Transfer Original	0.00 USD
Closing	0.00 USD
Roll Forward	0.00 USD
Total Budgeted Amount:	2,000,011.00 USD

Return

Chapter 2 - Financials: eProcurement

Approve or Deny eProcurement Requisitions

Requisitions (sometimes called "ePros") created within our eProcurement software are online forms we use to order goods and services. Typically, an employee within your department creates and submits the ePro (often this person is a financial clerk or administrative assistant). Upon submission, the ePro is sent automatically to your PeopleSoft Financials Worklist on your computer. As the principal (site administrator or department head) it is your responsibility to examine each ePro requisition that is submitted for processing. You must either approve the requisition or deny it. You can also deny individual items on a requisition and approve the rest.

It is important to note that ONLY designated approvers are permitted to approve ePro requisitions. A designated approver must be a site administrator, such as a principal or department head. Approvers are required to approve or deny all items submitted to them. ***It is against district policy and may constitute fraud for an approver to give his/her private password to anyone else to enable them to do that approver's approvals as proxy. Approvers must sign into the PeopleSoft system and do their own approvals. Giving your password to other people places you and them at risk!***

When you approve an ePro requisition it is removed from your Worklist, and automatically sent on to the Purchasing and/or Supply Center departments to have the order filled. When you deny an ePro requisition, it is removed from your Worklist. The person who originated (created and submitted) the requisition can keep track of it on his/her own computer. He/she can see that the requisition was denied, and can then edit it and re-submit it, if desired, or else cancel it.

NOTE: For more comprehensive information about approving and managing eProcurement requisitions, please refer to the "eProcurement" manual itself, which is found at this website:

www.sandi.net/peoplesoft/readandlearn

NOTE: When the originator (requester) cancels an ePro requisition, the money that was encumbered by it is replaced into the same budget from which it was taken. However, that money is not immediately available for use. It becomes available after the district Budget Department runs the reconciliation of the district's budgets. It could be one week or longer before the reconciliation occurs.

NOTE: It is the responsibility of the Approver to verify the pertinent Chartfields (budget codes) used in ePro requisitions. If you approve a requisition that uses wrong or inappropriate budgets, the Approver will be held responsible, not the requester/originator.

Approve or Deny an eProcurement Requisition – Example Exercise

Step by Step: Approve or Deny an eProcurement Requisition

Step 1

First, you **MUST** log in properly in order to find the ***correct Worklist***:

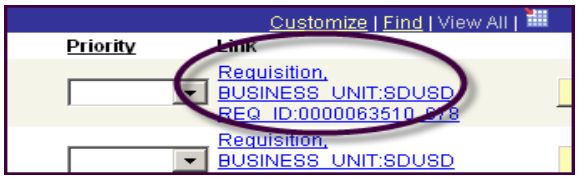
1. Launch Microsoft Internet Explorer (do NOT use Netscape or any other Internet browser).

2. Go to this URL (address): **https://dwa.sandi.net**
3. Click the link: **Financials Supply Chain 8.9**
4. Navigation: **Worklist**

You can get to your Worklist two different ways: you can click on the hyperlink **Worklist** from the header in the upper right corner, or you can navigate through the menu on the left side of the screen. (The **Worklist** link offers you a summary list. The **Worklist Details** link offers more information about the ePro's submitted to you. You can approve from either Worklist).

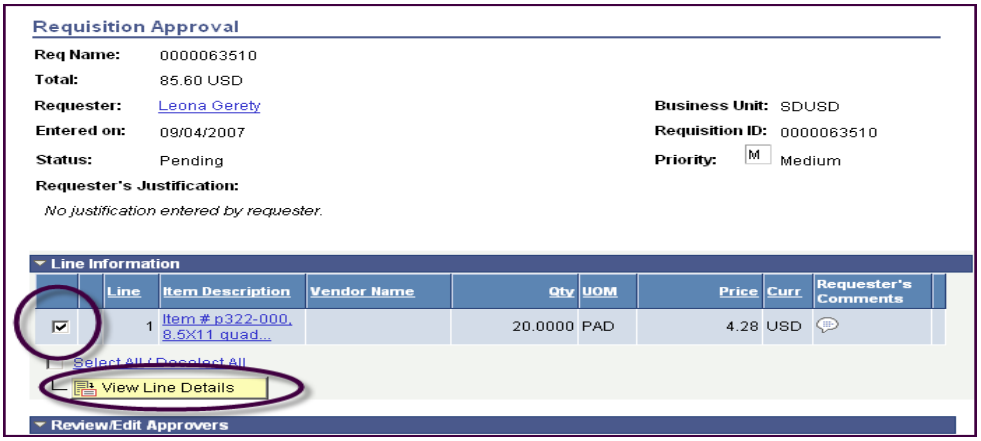
Step 2

To see the details of a requisition that's been submitted to your Worklist, click the blue hyperlink **Requisition ID** number to access the Requisition Approval page.



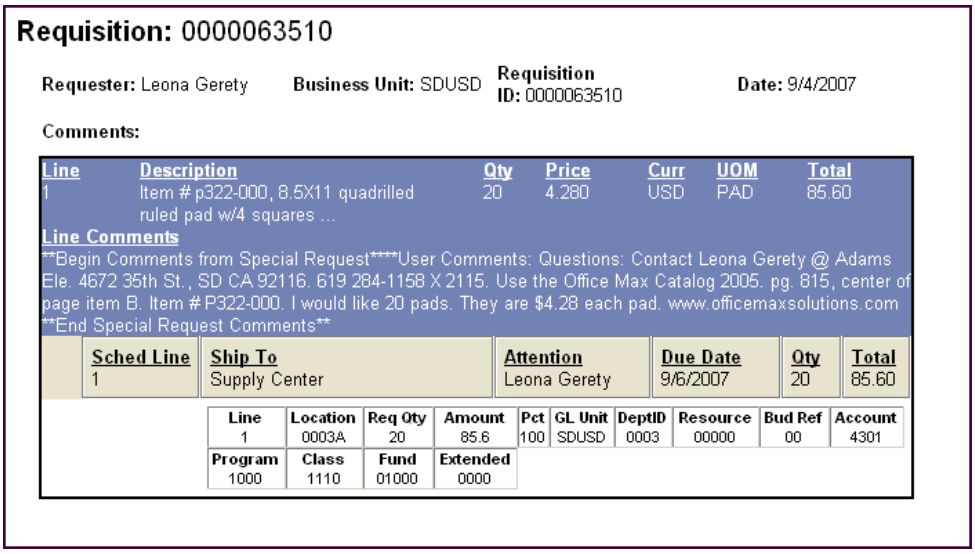
Step 3

Select the line items you wish to view (you should select all of them) by clicking a checkmark into each line item's checkbox (to the left). Then click the **View Line Details** button.



Step 4

A new, separate window appears. ***It is extremely important that every Department Approver verifies that the correct Department, Resource, Account, and Fund code numbers are being used for each item on every requisition***. An Approver should also review the Item Description, Quantity, and Price, before approving a requisition. When done viewing this, simply close the window.



Requisition: 0000063510

Requester: Leona Gerety **Business Unit:** SDUSD **Requisition ID:** 0000063510 **Date:** 9/4/2007

Comments:

Line	Description	Qty	Price	Curr	UOM	Total
1	Item # p322-000, 8.5X11 quadrilled ruled pad w/4 squares ...	20	4.280	USD	PAD	85.60

Line Comments

Begin Comments from Special Request**User Comments: Questions: Contact Leona Gerety @ Adams Ele. 4672 35th St., SD CA 92116. 619 284-1158 X 2115. Use the Office Max Catalog 2005. pg. 815, center of page item B. Item # P322-000. I would like 20 pads. They are $4.28 each pad. www.officemaxsolutions.com **End Special Request Comments**

Sched Line	Ship To	Attention	Due Date	Qty	Total
1	Supply Center	Leona Gerety	9/6/2007	20	85.60

Line	Location	Req Qty	Amount	Pct	GL Unit	DeptID	Resource	Bud Ref	Account
1	0003A	20	85.6	100	SDUSD	0003	00000	00	4301

Program	Class	Fund	Extended
1000	1110	01000	0000

NOTE: ***If a requisition is approved and the Chartfield account information is incorrect, then the Approver will have to explain why the incorrect information was not adjusted before approving the requisition. (To have the information adjusted before approval, the Approver must deny the requisition so that the Requester can make the adjustments and re-submit the requisition.***

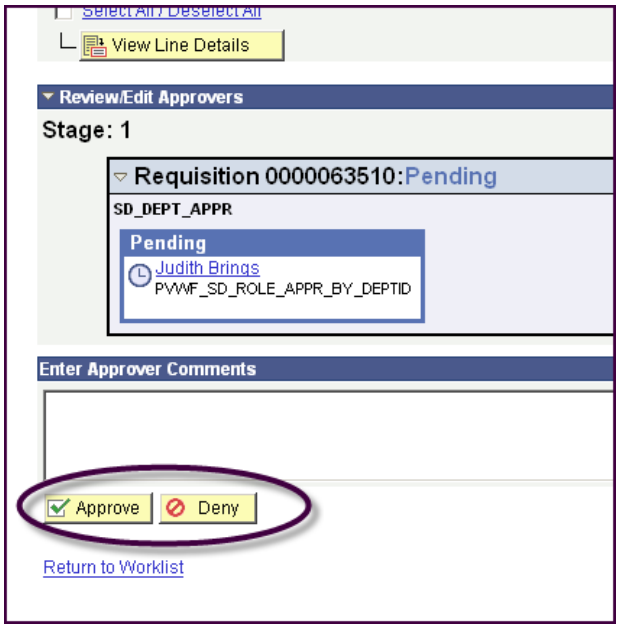
Step 5

After verifying that all the information is correct, it's okay to approve the requisition. Close the details window (displayed above). If you have any doubts, then it's probably best to hold onto the requisition until all questions are satisfied. Clicking the **Return to Worklist** link at the bottom-left of the screen will keep the requisition fresh in your Worklist until you're ready to either approve or deny it.

The Worklist maintains all requisitions that require approval from the Worklist owner (the Approver). Once a requisition is approved it no longer appears on the Worklist.

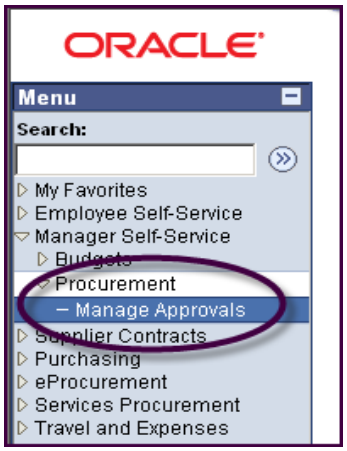
If you want to deny a requisition, the **Enter Approver Comments** textbox is where you are required to list the reasons for the denial. Any additional approvers can also view these comments, if the requisition is routed to them.

Be sure to check your Worklist on a regular basis (about once or twice a week). Verify all work before approving any requisitions.

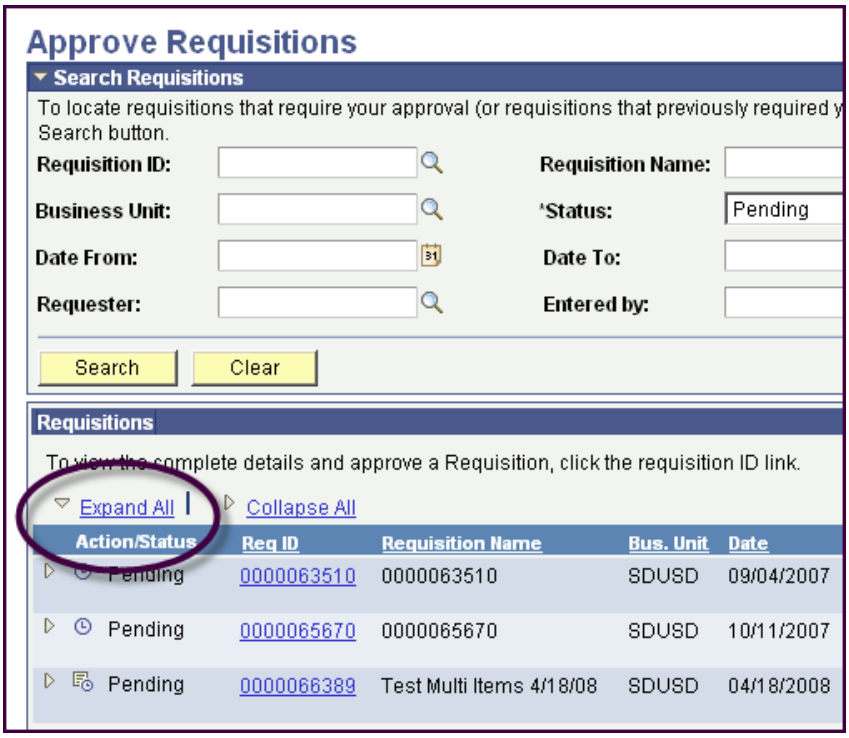


Manage Your Approvals

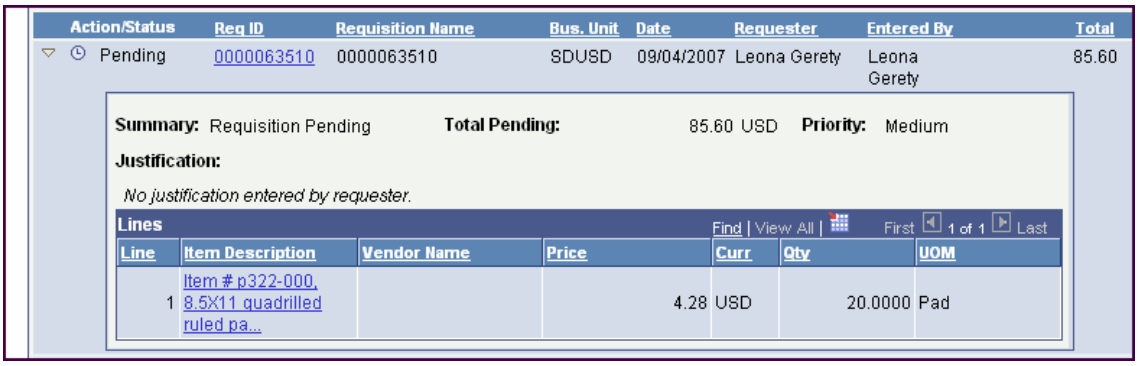
You can view all requisitions you've approved or denied in the **Manage Approvals** page. To get there, you must navigate by clicking *Manager Self-Service* → *Procurement* → *Manage Approvals*:



On the Manage Approvals page you have a wide variety of options as to what you wish to view and how you want to view it. Probably the most common thing Approvers do is to expand all the ePro requisitions listed here. To make that happen you click the **Expand All** link:



By expanding the requisitions out, you can view more details about them:



ePro Requisitions Report

To view all the details about your school's or department's eProcurement requisitions, you can run an easy query that generates a report. The report is called **List Sites ePros**. The query name that generates this report is **SD_SITES_EPRO_REQS**.

Its details include:

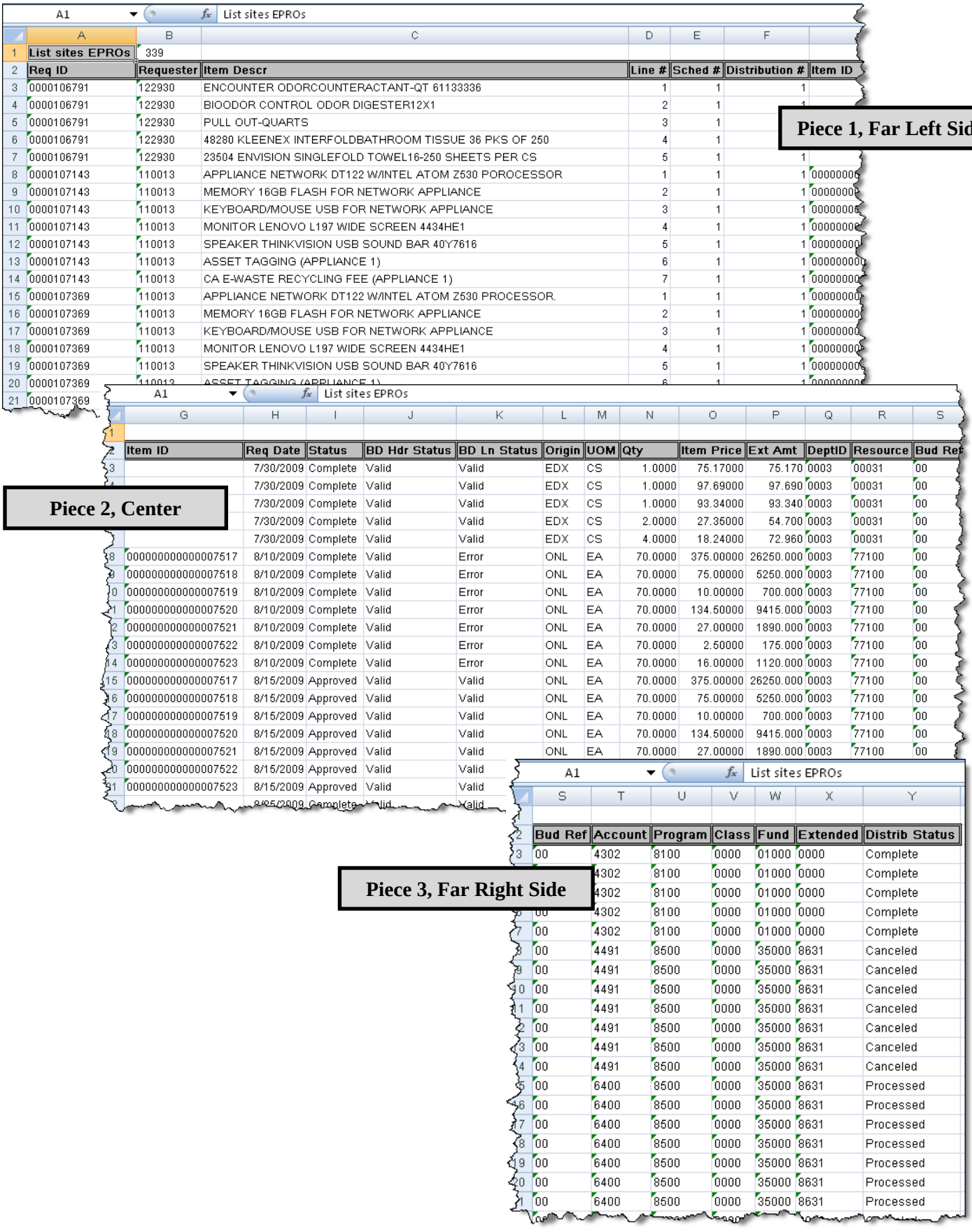
- Requisition ID number
- Requester employee ID number (who created the requisition)
- Item descriptions & ID numbers

- Requisition date
- Requisition status
- Budget(s) used and their status
- What was ordered, how many, costs

When you run this query, it returns data based on the following criteria you enter:

- Your Department code number
- Date frame (you enter the beginning and ending dates for the frame of time during which requisitions you want to know about were processed)

Below is an illustration of an example of an eProcurement Requisitions report. It's quite wide, and so is shown here in three pieces *(please see following page)*:



A1 | List sites EPROs

	A	B	C	D	E	F
1	List sites EPROs	339				
2	Req ID	Requester	Item Descr	Line #	Sched #	Distribution #
3	0000106791	122930	ENCOUNTER ODORCOUNTERACTANT-QT 61133336	1	1	1
4	0000106791	122930	BIOODOR CONTROL ODOR DIGESTER12X1	2	1	1
5	0000106791	122930	PULL OUT-QUARTS	3	1	
6	0000106791	122930	48280 KLEENEX INTERFOLDBATHROOM TISSUE 36 PKS OF 250	4	1	
7	0000106791	122930	23504 ENVISION SINGLEFOLD TOWEL16-250 SHEETS PER CS	5	1	1
8	0000107143	110013	APPLIANCE NETWORK DT122 W/INTEL ATOM Z530 POROCESSOR	1	1	1
9	0000107143	110013	MEMORY 16GB FLASH FOR NETWORK APPLIANCE	2	1	1
10	0000107143	110013	KEYBOARD/MOUSE USB FOR NETWORK APPLIANCE	3	1	1
11	0000107143	110013	MONITOR LENOVO L197 WIDE SCREEN 4434HE1	4	1	1
12	0000107143	110013	SPEAKER THINKVISION USB SOUND BAR 40Y7616	5	1	1
13	0000107143	110013	ASSET TAGGING (APPLIANCE 1)	6	1	1
14	0000107143	110013	CA E-WASTE RECYCLING FEE (APPLIANCE 1)	7	1	1
15	0000107369	110013	APPLIANCE NETWORK DT122 W/INTEL ATOM Z530 PROCESSOR.	1	1	1
16	0000107369	110013	MEMORY 16GB FLASH FOR NETWORK APPLIANCE	2	1	1
17	0000107369	110013	KEYBOARD/MOUSE USB FOR NETWORK APPLIANCE	3	1	1
18	0000107369	110013	MONITOR LENOVO L197 WIDE SCREEN 4434HE1	4	1	1
19	0000107369	110013	SPEAKER THINKVISION USB SOUND BAR 40Y7616	5	1	1
20	0000107369	110013	ASSET TAGGING (APPLIANCE 1)	6	1	1
21	0000107369					

Piece 1, Far Left Side

A1 | List sites EPROs

	G	H	I	J	K	L	M	N	O	P	Q	R	S
1													
2	Item ID	Req Date	Status	BD Hdr Status	BD Ln Status	Origin	UOM	Qty	Item Price	Ext Amt	DeptID	Resource	Bud Ref
3		7/30/2009	Complete	Valid	Valid	EDX	CS	1.0000	75.17000	75.170	0003	00031	00
4		7/30/2009	Complete	Valid	Valid	EDX	CS	1.0000	97.69000	97.690	0003	00031	00
5		7/30/2009	Complete	Valid	Valid	EDX	CS	1.0000	93.34000	93.340	0003	00031	00
6		7/30/2009	Complete	Valid	Valid	EDX	CS	2.0000	27.35000	54.700	0003	00031	00
7		7/30/2009	Complete	Valid	Valid	EDX	CS	4.0000	18.24000	72.960	0003	00031	00
8	000000000000007517	8/10/2009	Complete	Valid	Error	ONL	EA	70.0000	375.00000	26250.000	0003	77100	00
9	000000000000007518	8/10/2009	Complete	Valid	Error	ONL	EA	70.0000	75.00000	5250.000	0003	77100	00
10	000000000000007519	8/10/2009	Complete	Valid	Error	ONL	EA	70.0000	10.00000	700.000	0003	77100	00
11	000000000000007520	8/10/2009	Complete	Valid	Error	ONL	EA	70.0000	134.50000	9415.000	0003	77100	00
12	000000000000007521	8/10/2009	Complete	Valid	Error	ONL	EA	70.0000	27.00000	1890.000	0003	77100	00
13	000000000000007522	8/10/2009	Complete	Valid	Error	ONL	EA	70.0000	2.50000	175.000	0003	77100	00
14	000000000000007523	8/10/2009	Complete	Valid	Error	ONL	EA	70.0000	16.00000	1120.000	0003	77100	00
15	000000000000007517	8/15/2009	Approved	Valid	Valid	ONL	EA	70.0000	375.00000	26250.000	0003	77100	00
16	000000000000007518	8/15/2009	Approved	Valid	Valid	ONL	EA	70.0000	75.00000	5250.000	0003	77100	00
17	000000000000007519	8/15/2009	Approved	Valid	Valid	ONL	EA	70.0000	10.00000	700.000	0003	77100	00
18	000000000000007520	8/15/2009	Approved	Valid	Valid	ONL	EA	70.0000	134.50000	9415.000	0003	77100	00
19	000000000000007521	8/15/2009	Approved	Valid	Valid	ONL	EA	70.0000	27.00000	1890.000	0003	77100	00
20	000000000000007522	8/15/2009	Approved	Valid	Valid								
21	000000000000007523	8/15/2009	Approved	Valid	Valid								
22		8/25/2009	Complete	Valid	Valid								

Piece 2, Center

A1 | List sites EPROs

	S	T	U	V	W	X	Y
1							
2	Bud Ref	Account	Program	Class	Fund	Extended	Distrib Status
3	00	4302	8100	0000	01000	0000	Complete
4	00	4302	8100	0000	01000	0000	Complete
5	00	4302	8100	0000	01000	0000	Complete
6	00	4302	8100	0000	01000	0000	Complete
7	00	4302	8100	0000	01000	0000	Complete
8	00	4491	8500	0000	35000	8631	Canceled
9	00	4491	8500	0000	35000	8631	Canceled
10	00	4491	8500	0000	35000	8631	Canceled
11	00	4491	8500	0000	35000	8631	Canceled
12	00	4491	8500	0000	35000	8631	Canceled
13	00	4491	8500	0000	35000	8631	Canceled
14	00	4491	8500	0000	35000	8631	Canceled
15	00	6400	8500	0000	35000	8631	Processed
16	00	6400	8500	0000	35000	8631	Processed
17	00	6400	8500	0000	35000	8631	Processed
18	00	6400	8500	0000	35000	8631	Processed
19	00	6400	8500	0000	35000	8631	Processed
20	00	6400	8500	0000	35000	8631	Processed
21	00	6400	8500	0000	35000	8631	Processed

Piece 3, Far Right Side

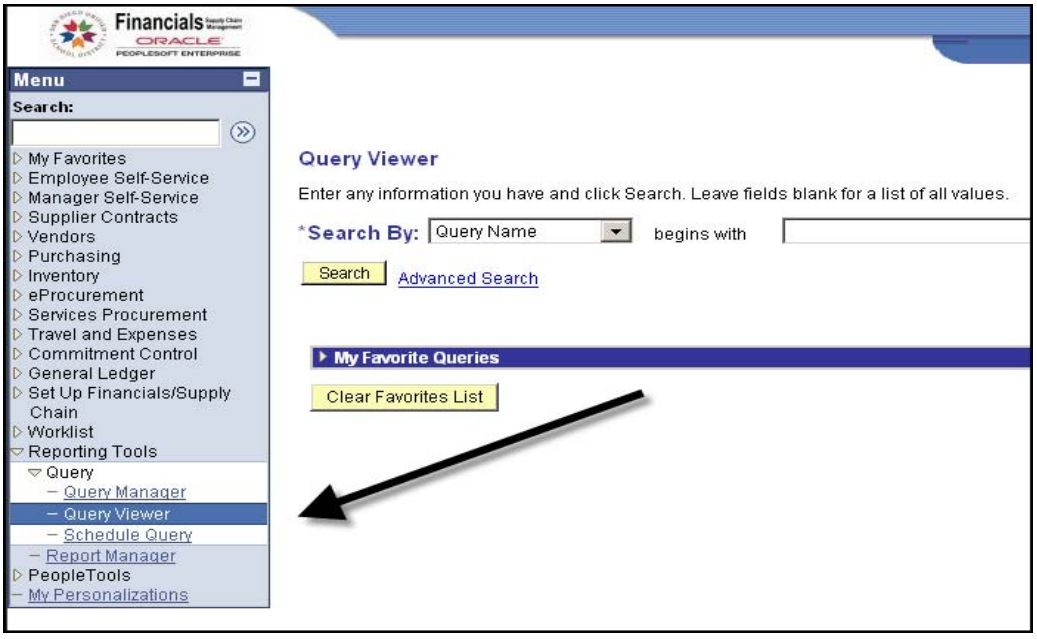
Create and Run an ePro Requisitions Report – Example Exercise

Step by Step: Running the *List Sites ePro Query*

Step 1

First, you ***MUST*** log in properly to the correct software environment:

1. Launch Microsoft Internet Explorer (do NOT use Netscape or any other Internet browser).
2. Go to this URL (address): **https://dwa.sandi.net**
3. Click the link: **Financials Supply Chain 8.9**
4. Navigation: **Reporting Tools → Query Viewer**



Step 2

In the **begins with** textbox, type the title of the query and then click the **Search** button. The title is: **SD_SITES_EPRO_REQS**

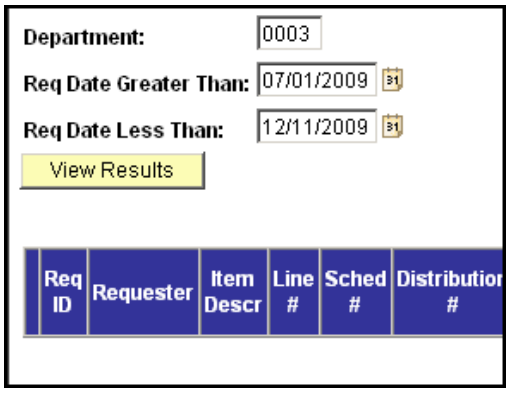
Step 3

The query title will appear on the screen. You can choose between running the query to an HTML window or to an Excel spreadsheet. In this example, we'll run the query to an Excel spreadsheet.

Click the **Excel** hyperlink:

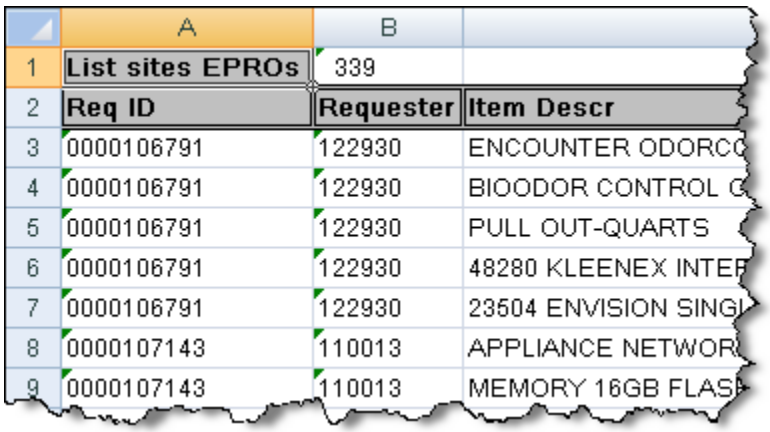
Step 4

When the query window appears, you need to enter your criteria and then click the **View Results** button to run the query. In this example, we entered criteria to view all ePro requisitions for Department 0003 from 7/1/09 thru 12/11/09:



Step 5

The results are displayed in an Excel spreadsheet we can then edit, sort, or otherwise manipulate:



	A	B	
1	List sites EPROs	339	
2	Req ID	Requester	Item Descr
3	0000106791	122930	ENCOUNTER ODORC
4	0000106791	122930	BIOODOR CONTROL
5	0000106791	122930	PULL OUT-QUARTS
6	0000106791	122930	48280 KLEENEX INTE
7	0000106791	122930	23504 ENVISION SING
8	0000107143	110013	APPLIANCE NETWOR
9	0000107143	110013	MEMORY 16GB FLAS

Chapter 3 - Financials: Travel Expenses

Approve or Send Back (for revision) Travel Authorizations

The Travel & Expenses (sometimes simply called Expenses) part of PeopleSoft lets employees request approval for travel-related expenses they expect to incur while on a business trip. Travel & Expenses also lets employees submit their expense reports (which are required) after travel has been completed. Approvers use the same software to approve employees' requests for travel expenses, reserve funds for the estimated expenses from the correct budgets, and approve the final expense reports for employee reimbursement.

NOTE: For more comprehensive information about Travel & Expenses, please go online to the district's PeopleSoft website to view the Travel & Expenses training materials at:

www.sandi.net/peoplesoft/readandlearn

It is important to note that only designated approvers are permitted to approve Travel Authorizations and Expense Reports (the two online forms involved with travel expenses). A designated approver must be a site administrator, such as a principal or department head. Approvers are required to approve or send back all items submitted to them. ***It is not permissible for an approver to give his/her private password to anyone else to enable them to do that approver's approvals for him/her. Approvers must sign into the PeopleSoft system and do their own approvals themselves. Giving your password to others is against district policy and places you and them at risk!***

Once an employee completes and submits a Travel Authorization, the PeopleSoft software automatically routes it to the employee's Department Head/Principal for approval. The Department Head/Principal reviews the authorization and can perform one of the following actions:

1. Budget-Check and approve the entire Travel Authorization;
2. Deny one or more lines and then budget-check and approve the Travel Authorization;
3. Send Back (or Deny) the entire Travel Authorization (without budget-checking it).

If the Department Head/Principal chooses to approve the travel authorization – in whole or in part – he/she must perform a budget-check (***prior to approval***) to verify that funds are available and to reserve those funds from the budget. For example, let's say that you, the approver, intend to approve $1,000 in expenses for one Travel Authorization and your budget contains $50,000 in available funds. Once you budget-check the Travel Authorization you will immediately have $49,000 left in available funds. This is referred to as "encumbering funds". It allows you to reserve money within in your budget, thereby preventing overspending.

NOTE: If the Travel Authorization doesn't pass the Budget-Check process (and you receive a "budget error"), you ***CANNOT*** approve the Travel Authorization. The budget error ***must be resolved*** before you can approve the T.A.

After a department head approves a Travel Authorization, in whole or in part, it is automatically routed to the appropriate Branch Head for final approval.

NOTE: ***It is very important to understand the distinction between Sending Back a travel form or Denying it.***

The **Send Back** button does exactly that…it sends the form back to the requester (the person who created and submitted it) so that person can revise the form and resubmit it.

The **Deny** button basically "kills" the form. This button renders the form permanently unavailable. No one can edit it or do anything else with it, ever.

Unless you have a very good reason to kill a travel form, you should always use the Send Back button and never use the Deny button.

The next exercise walks you through the process of viewing, budget-checking, and approving a Travel Authorization. Following that are steps that walk you through how to approve only a part of a Travel Authorization while denying the rest of it; and finally, you are shown steps on how to Send Back a Travel Authorization for revision.

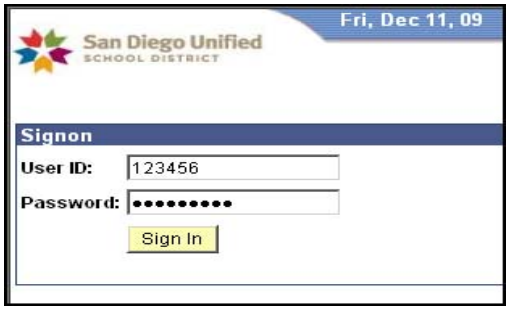
Approve a Whole Travel Authorization – Example Exercise

Step by Step: View, Budget-Check, and Approve an Entire Travel Authorization

Step 1

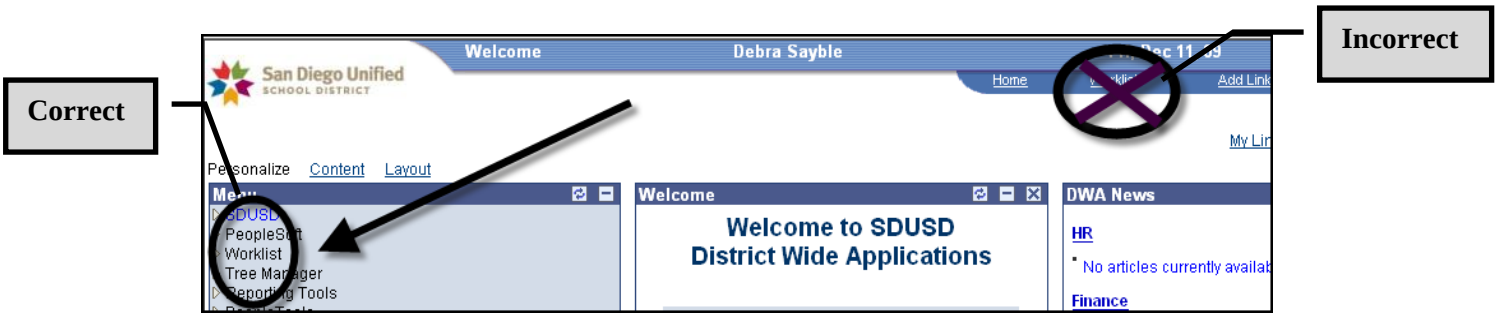
Launch Microsoft Internet Explorer and go to the district's sign-in page for PeopleSoft. The correct URL address is: **https://dwa.sandi.net**

Be sure to enter your Employee ID number into the **User ID** textbox, and enter your password into the **Password** textbox. Then click the **Sign In** button.

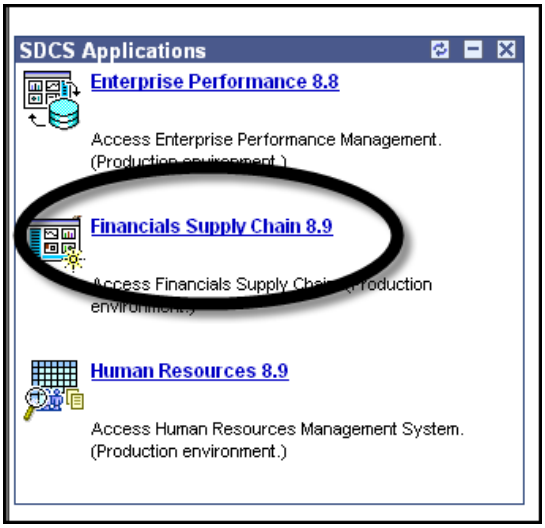


Step 2

On the next page you see, click the **PeopleSoft** link in the upper left corner. ***DO NOT click the Worklist link if you see it in the upper right corner on this page. It is the wrong link!***



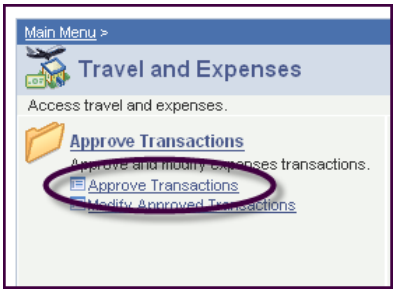
On the next screen you see, click the **Financials Supply Chain 8.9** link.



Step 3

On the next screen you see click the **Travel and Expenses** link in the main menu list. (Don't worry if your menu list is different from the one shown here…everyone's is a little different).

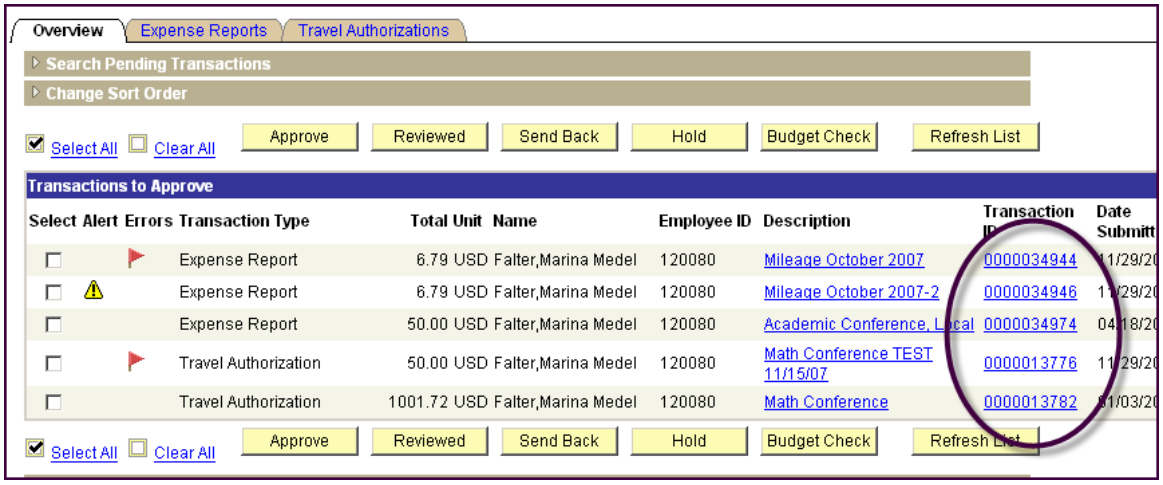
Then click the **Approve Transactions** link (the second, smaller link).



Step 4

In the list, locate the Travel Authorization you want to work on. (**NOTE**: If you are certain there ought to be something there for you to approve, and the list is empty, please refer to the Job Aid entitled "Troubleshooting Expenses" found on our web site: www.sandi.net/peoplesoft/readandlearn/jobaids).

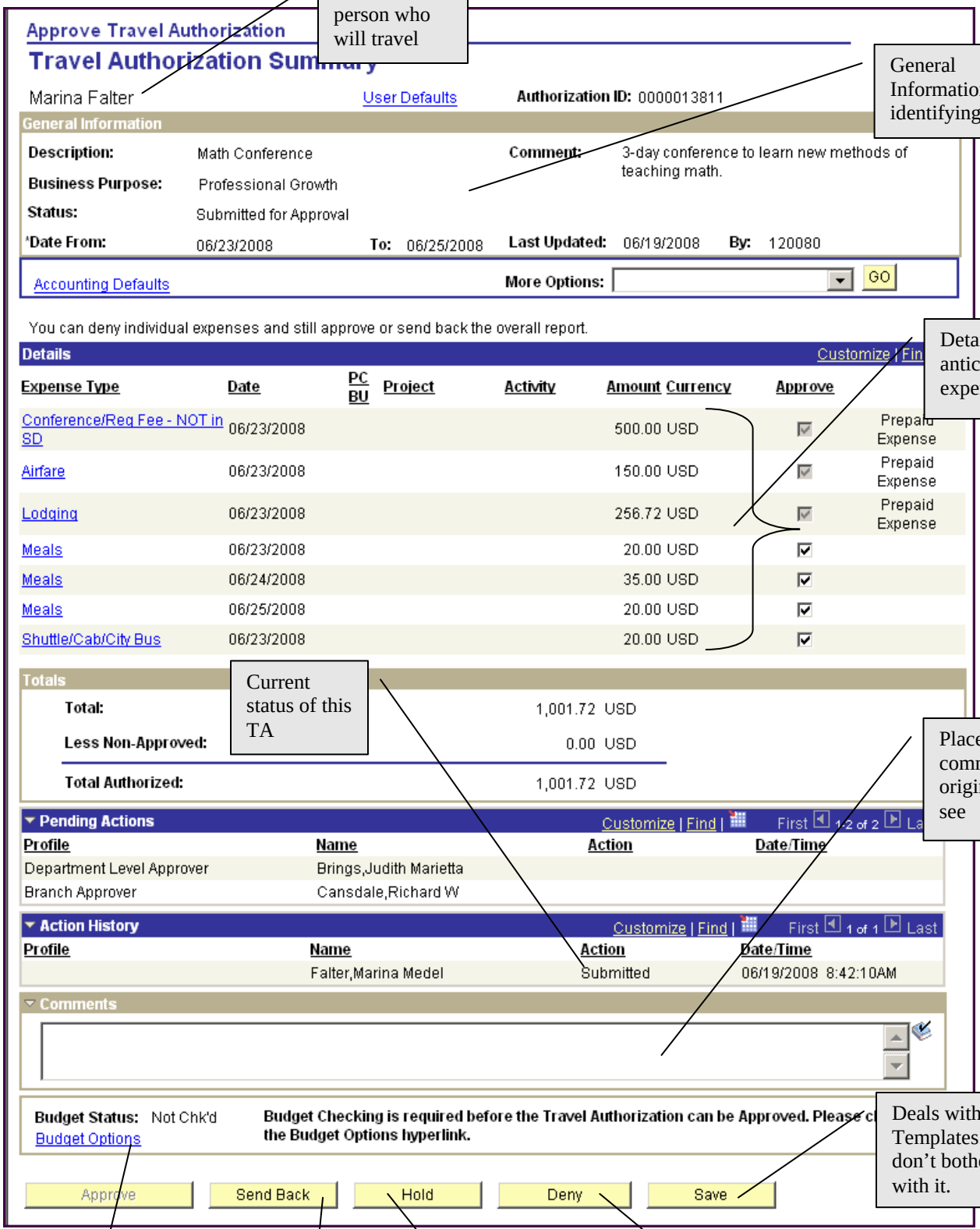
Once you locate the Travel Authorization you want, click on its hyperlinked **ID number**, on the right side of the page. That will open the TA so you can check its details.


Overview
Expense Reports
Travel Authorizations
Search Pending Transactions
Change Sort Order
Select All
Clear All
Approve
Reviewed
Send Back
Hold
Budget Check
Refresh List
Transactions to Approve
Select Alert Errors Transaction Type Total Unit Name Employee ID Description Transaction ID Date Submitt
Expense Report 6.79 USD Falter,Marina Medel 120080 Mileage October 2007 0000034944
Expense Report 6.79 USD Falter,Marina Medel 120080 Mileage October 2007-2 0000034946
Expense Report 50.00 USD Falter,Marina Medel 120080 Academic Conference, Local 0000034974
Travel Authorization 50.00 USD Falter,Marina Medel 120080 Math Conference TEST 11/15/07 0000013776
Travel Authorization 1001.72 USD Falter,Marina Medel 120080 Math Conference 0000013782

Step 5

You can now choose to view the details of the Travel Authorization before you decide whether to budget-check, approve, or send it back for revision.

The illustration shown on the next page explains the different parts of a typical Travel Authorization.


Approve Travel Authorization
Travel Authorization Summary
Marina Falter
User Defaults
Authorization ID: 0000013811
General Information
Description: Math Conference
Comment: 3-day conference to learn new methods of teaching math.
Business Purpose: Professional Growth
Status: Submitted for Approval
*Date From: 06/23/2008 To: 06/25/2008 Last Updated: 06/19/2008 By: 120080
Accounting Defaults
More Options:
GO
You can deny individual expenses and still approve or send back the overall report.
Details
Customize | Find
Expense Type | Date | PC BU | Project | Activity | Amount | Currency | Approve
Conference/Reg Fee - NOT in SD | 06/23/2008 | 500.00 USD | Prepaid Expense
Airfare | 06/23/2008 | 150.00 USD | Prepaid Expense
Lodging | 06/23/2008 | 256.72 USD | Prepaid Expense
Meals | 06/23/2008 | 20.00 USD
Meals | 06/24/2008 | 35.00 USD
Meals | 06/25/2008 | 20.00 USD
Shuttle/Cab/City Bus | 06/23/2008 | 20.00 USD
Totals
Total: 1,001.72 USD
Less Non-Approved: 0.00 USD
Total Authorized: 1,001.72 USD
Pending Actions
Customize | Find | First 1-2 of 2 La
Profile | Name | Action | Date/Time
Department Level Approver | Brings,Judith Marietta
Branch Approver | Cansdale,Richard W
Action History
Customize | Find | First 1 of 1 Last
Profile | Name | Action | Date/Time
Falter,Marina Medel | Submitted | 06/19/2008 8:42:10AM
Comments
Budget Status: Not Chk'd
Budget Options
Budget Checking is required before the Travel Authorization can be Approved. Please c
the Budget Options hyperlink.
Approve
Send Back
Hold
Deny
Save

Name of person who will travel

General Information identifying the TA

Details of anticipated expenses

Current status of this TA

Place to type comments for originator to see

Deals with Templates... don't bother with it.

Click **Budget Options** to run budget-check **BEFORE** approval

Click here to return TA to originator for revision

Click here to keep TA in your list to deal with later.

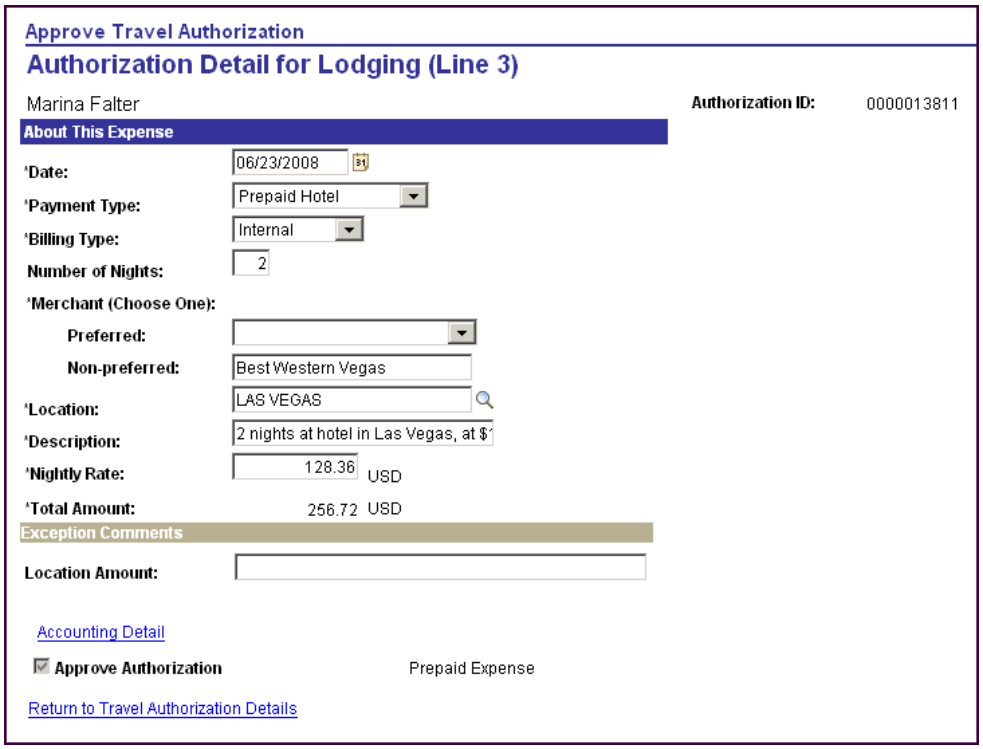
Click here to permanently kill the TA.

Step 6

To view the details of any expense item in the Travel Authorization, simply click on the expense item's hyperlinked name.

Step 7

In this example we clicked the Lodging expense to view its details.



To view another expense detail, or to do anything else, click the **Return to Travel Authorization Details** link in the lower left corner.

The next thing you should do is verify the Chartfield string for this Travel Authorization. That means you need to see which budget was chosen to pay for the expenses, and you should make sure it was the correct one. You can accomplish this in two different ways.

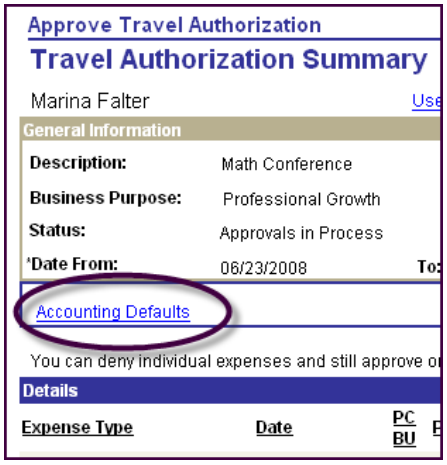
1) You can check the overall Chartfield string used for the entire Travel Authorization (although it won't show you the individual Account number).
2) You can check the Chartfield strings used on each individual expense item (which does show you the individual Account number).

First we'll show you how to view the overall TA's Chartfield string, and then we'll show you how to view an individual expense's Chartfield string.

View Overall Chartfield String for Whole Travel Authorization

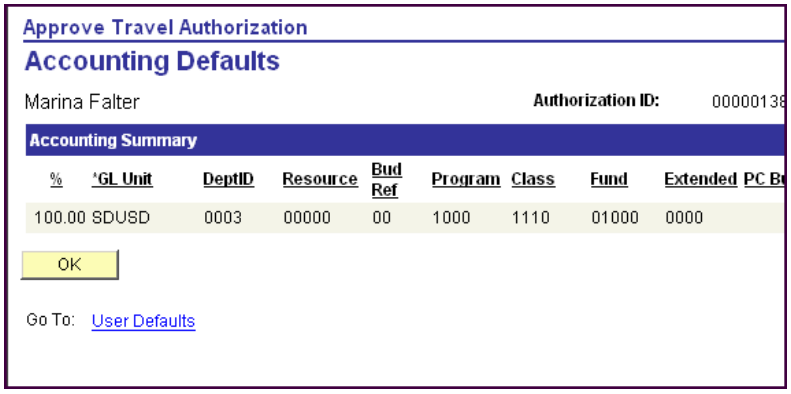
Step 8

At the end of Step 7 you clicked the **Return to Travel Authorization Details** link. Back on that page now, you need to click the **Accounting Defaults** link, shown here:



Step 9

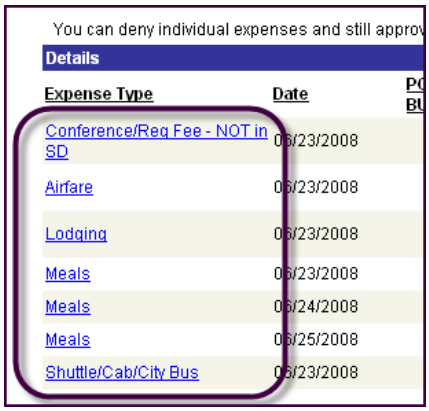
You will see the overall Chartfield string (budget) used for the entire Travel Authorization. When done viewing it, click the **OK** button to return to the main TA Summary Page:


Approve Travel Authorization
Accounting Defaults
Marina Falter
Authorization ID:
Accounting Summary
% *GL Unit DeptID Resource Bud Ref Program Class Fund Extended PC Bu
100.00 SDUSD 0003 00000 00 1000 1110 01000 0000
OK
Go To: User Defaults

View Individual Expense Item's Chartfield String

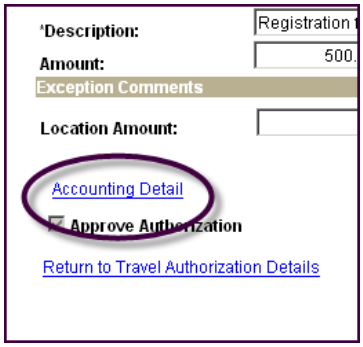
Step 8

From the Travel Authorization Summary page, click the linked name of the individual expense item you wish to view:



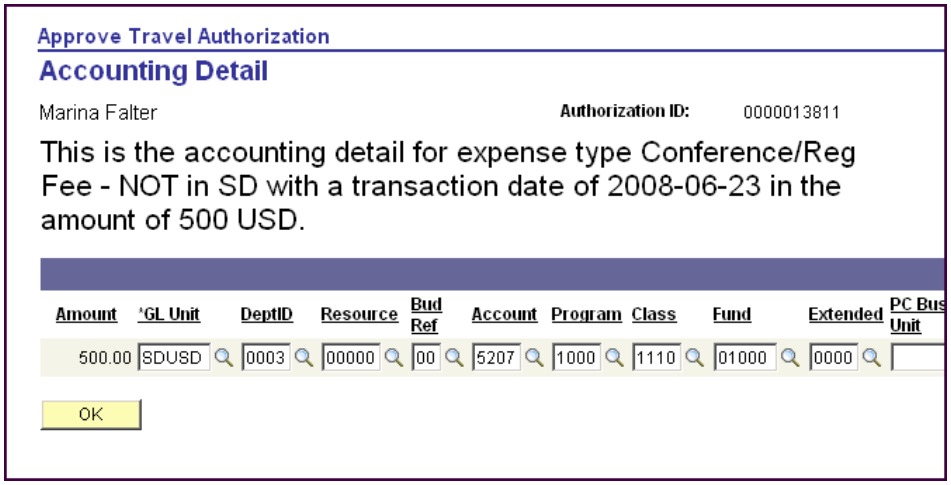
Step 9

At the bottom left corner, click the **Accounting Detail** link:



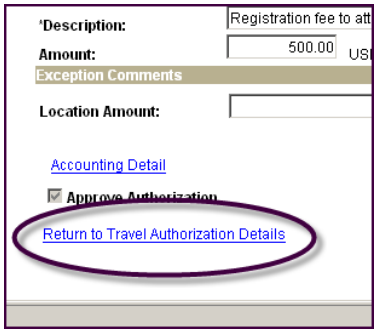
Step 10

Here you can see the whole Chartfield string for that one expense item, including the individual Account number. When you are done looking at it, click **OK** to return to the previous page:



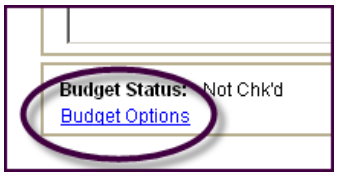
Step 11

Click the **Return to Travel Authorization Details** link to return to the TA Summary Page:



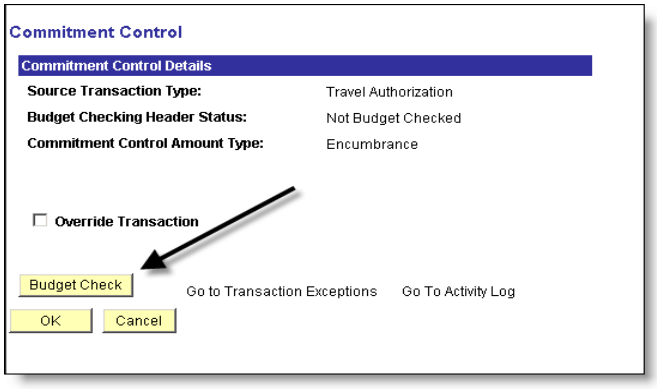
Step 12

Now that you've seen the details you wanted to see, you can budget-check and approve the Travel Authorization. In the lower left corner, click the **Budget Options** link:



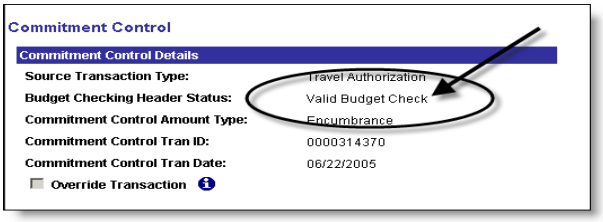
Step 13

Click the **Budget Check** button. The system will initiate the budget-check procedure and encumber the funds for this Travel Authorization:



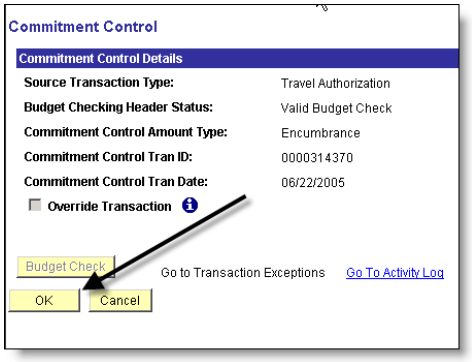
Step 14

<u>IMPORTANT:</u> ***You must verify that you received a Valid Budget Check status before you approve the Travel Authorization! If it says Budget Error, you cannot approve it. Instead, you must follow a different procedure! (Please see the next Step by Step section after this one, to see what to do in that event).***



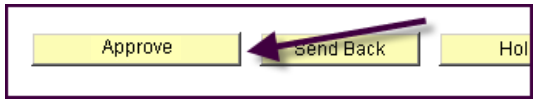
Step 15

Click **OK**:



Step 16

Now you can click the **Approve** button in the lower left corner:



After you click **Approve** the Travel Authorization is sent to the Branch Head or Area Superintendent for secondary approval. You can view your Approve Transactions page again to approve more items in the list, or you can log out of the PeopleSoft Financials system by closing the window.

Budget Error While Budget-Checking a Travel Authorization – Example Exercise

Step by Step: What to Do if You Get a Budget Error When You Budget-Check a Travel Authorization

Let's say you wanted to budget-check and approve a Travel Authorization, but when you clicked the Budget Check button, you got an error instead of a valid budget status. When that happens, the "Approve" button is grayed out and unavailable for clicking. Here is what you need to do:

Step 1

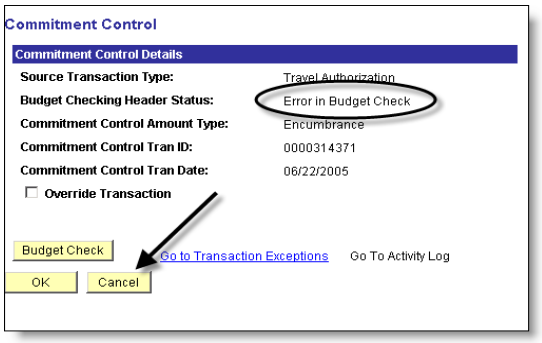
If you get a budget error, you might see the following screen shown here. Click **Yes** only if you want to explore the intricate details of the error (which is unnecessary, and probably won't offer you much information). Your best bet is to click **No**:

Budget Checking has logged 'Error' Exceptions. Do you want to Transfer to the Exceptions? (18021,1091)
Selecting "Yes" will transfer you the the Transaction Exception Panel for this document while refreshing and minimizing the calling panel.
Selecting "No" will refresh the panel.
You can transfer later by using the "Go to Transaction Exception Header" Push Button on this secondary panel.
Yes
No

Step 2

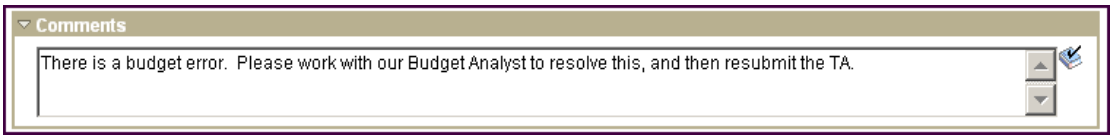
You will then see the budget-check page you were on before. Notice that the **Budget Checking Header Status** now reads: **Error in Budget Check**. This usually means that there is not enough money in one or more of the budgets used on this Travel Authorization; or it might mean one of the budgets is not active.

You must click the **Cancel** button:



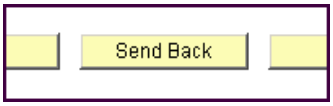
Step 3

In the Comments textbox toward the bottom of the page enter an explanation why you are sending the Travel Authorization back. This is required in order to send the TA back:



Step 4

Now click the **Send Back** button. ***Be sure <u>not</u> to click the Deny button by mistake!*** That will kill the TA and a new one would have to be created:



After that you can choose to look at your Approve Transactions list again for more items, or you can log out of the PeopleSoft system.

Deny Partial Travel Authorization & Approve the Rest of it – Example Exercise

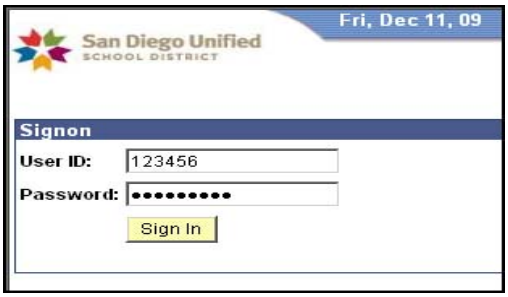
Step by Step: How to Deny Part of a Travel Authorization and Approve the Rest of it

You may decide that you want to deny a portion of a Travel Authorization but approve the rest of it. This next exercise shows you how to do that.

Step 1

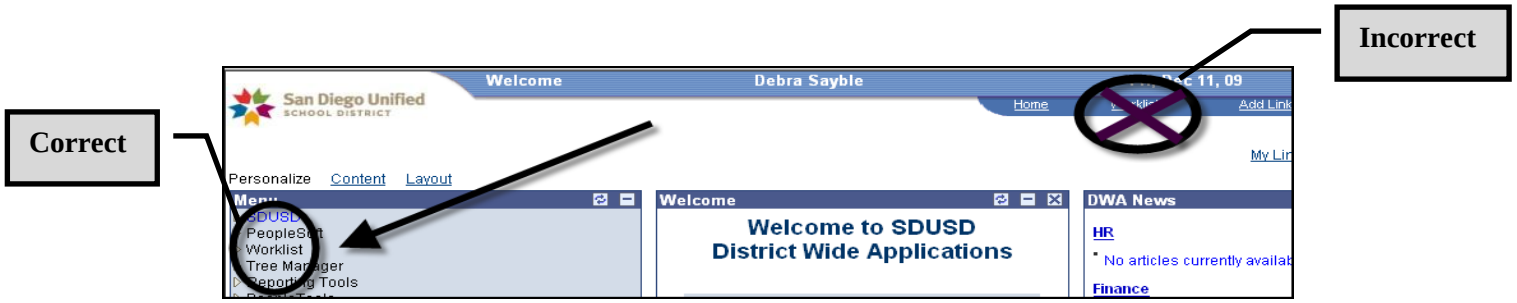
Launch Microsoft Internet Explorer and go to the district's sign-in page for PeopleSoft. The correct URL address is: **https://dwa.sandi.net**

Be sure to enter your Employee ID number into the **User ID** textbox, and enter your password into the **Password** textbox. Then click the **Sign In** button:

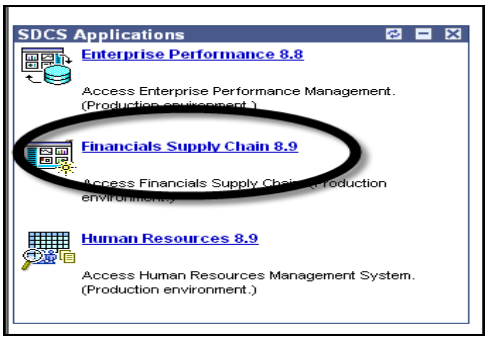


Step 2

On the next page you see, click the **PeopleSoft** link in the upper left corner. ***DO NOT click the Worklist link in the upper right corner on this page. It is the wrong link!***



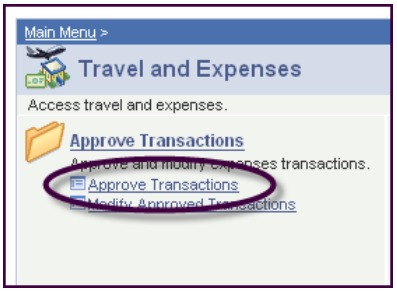
On the next screen you see, click the **Financials Supply Chain 8.9** link.



Step 3

On the next screen you see click the **Travel and Expenses** link in the main menu list. (Don't worry if your menu list is different from the one shown here…everyone's is a little different).

Then click the **Approve Transactions** link (the second, smaller link):



Step 4

Locate the Travel Authorization you want to work on in the list. (**NOTE**: If you are certain there ought to be something there for you to approve, and the list is empty, please refer to the Job Aid entitled "Troubleshooting Expenses" found on our web site: www.sandi.net/peoplesoft/readandlearn/jobaids).

Once you locate the Travel Authorization you want, click on its hyperlinked **ID number**, on the right side of the page. That will open the TA so you can check its details:

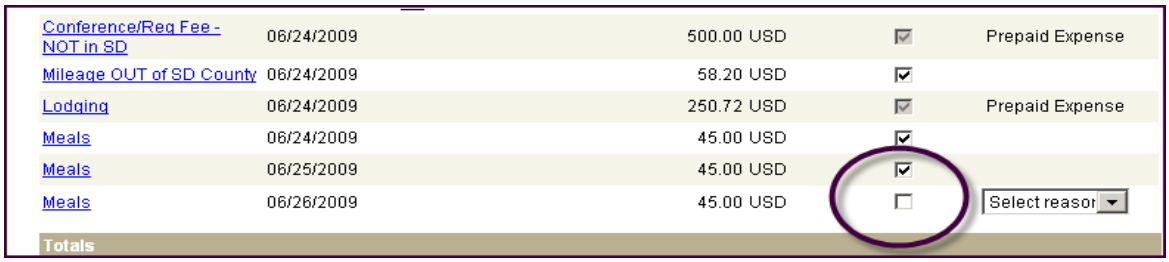
Travel Authorization 1001.72 USD Falter,Marina Medel 120080 Math Conference 0000013811 06/19/2008 Approvals in Proces
Travel Authorization 50.00 USD Falter,Marina Medel 120080 Local Math Conference 0000013812 06/23/2008 Submitted for Approv
Travel Authorization 943.92 USD Falter,Marina Medel 120080 Los Angeles Science Conference 0000013813 06/23/2008 Submitted for Approv
Clear All
Approve
Reviewed
Send Back
Hold
Budget Check
Refresh List

NOTE: ***It is important for you to view the details and Chartfield strings of each Travel Authorization submitted to you, before deciding whether to approve or deny it. Please refer to the pertinent steps if you need help in viewing details and Chartfields on a Travel Authorization.***

Step 5

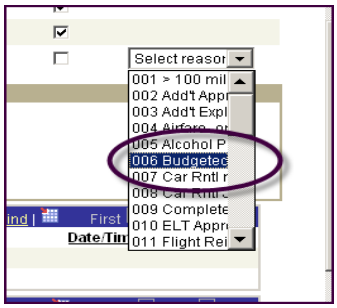
On the Travel Authorization Summary page you see a list of expenses anticipated for an employee's trip. In this example, let's assume that you only have enough funds to pay for two days of meals for the employee, instead of three. You decide to deny one of the meal days from the Travel Authorization before you budget-check and approve the rest of it.

To the right of the **Meal** item you want to eliminate, click to remove the checkmark in the checkbox under the **Approval** column to take away approval for that one expense line:


Conference/Reg Fee - NOT in SD 06/24/2009 500.00 USD Prepaid Expense
Mileage OUT of SD County 06/24/2009 58.20 USD
Lodging 06/24/2009 250.72 USD Prepaid Expense
Meals 06/24/2009 45.00 USD
Meals 06/25/2009 45.00 USD
Meals 06/26/2009 45.00 USD Select reason
Totals

Step 6

You are required to choose a reason for the denial. Click the drop-down menu list under **Reason** and choose an appropriate reason from the list. (To see a detailed list of reasons for denial, you can click the **SDCS Expense Rules** link at the very bottom of the page, and scroll down to the bottom of the Rules page).

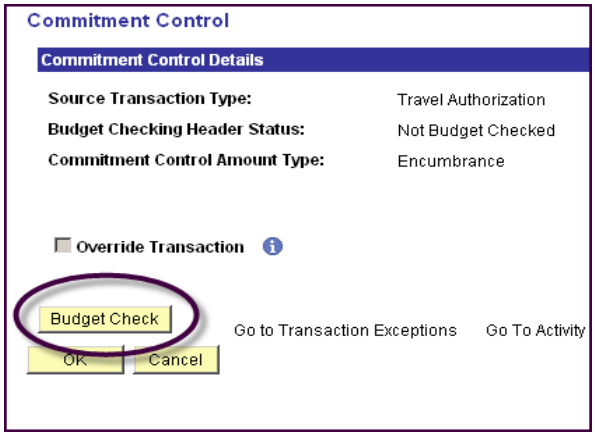


Step 7

Click **Budget Options** in the lower left corner, so you can budget-check the Travel Authorization.

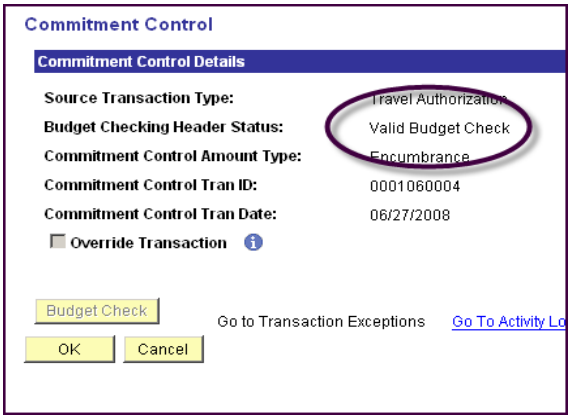
Step 8

Click the **Budget Check** button to initialize the budget-checking process.

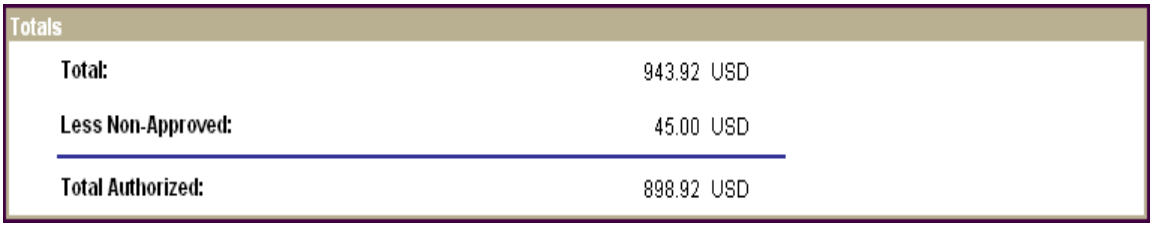


Step 9

Click **OK** if you receive a **Valid Budget**. (Click **Cancel** if you receive an **Error in Budget**).

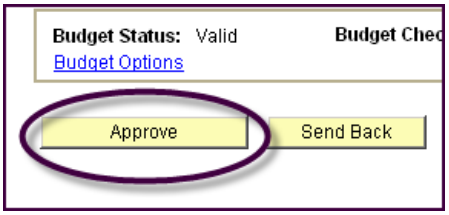


Notice that the **Totals** are adjusted on the Travel Authorization Summary page to show the denied expense line:



Step 10

Click the **Approve** button:



Now you can either click return to your Approve Transactions page (also called the Approval List) to view more items, or else log out of the PeopleSoft Financials system.

Deny an Entire Travel Authorization – Example Exercise

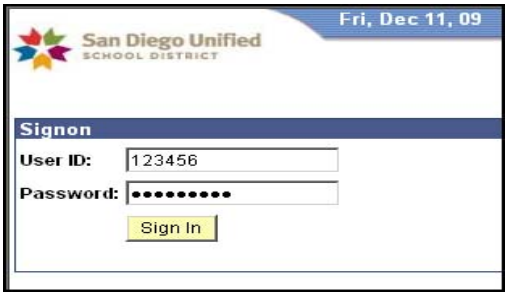
An approver can deny an entire Travel Authorization. This means the TA will be rendered permanently unavailable, thereby effectively ending ("killing") the Travel Authorization. The following steps walk you through how to deny an entire Travel Authorization.

Step by Step: Deny an Entire Travel Authorization

Step 1

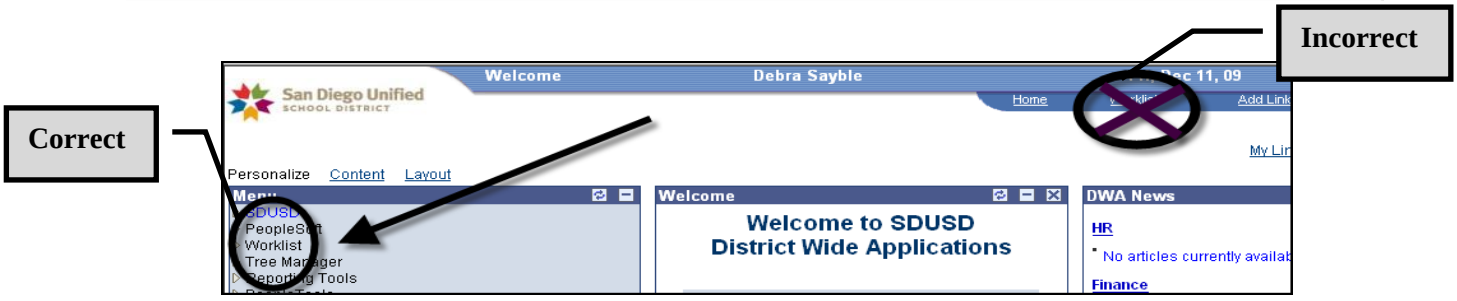
Launch Microsoft Internet Explorer and go to the district's sign-in page for PeopleSoft. The correct URL address is: **https://dwa.sandi.net**

Be sure to enter your Employee ID number into the **User ID** textbox, and enter your password into the **Password** textbox. Then click the **Sign In** button:

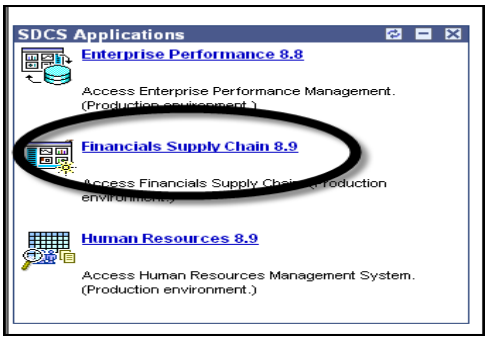


Step 2

On the next page you see, click the **PeopleSoft** link in the upper left corner. ***DO NOT click the Worklist link in the upper right corner on this page. It is the wrong link!***



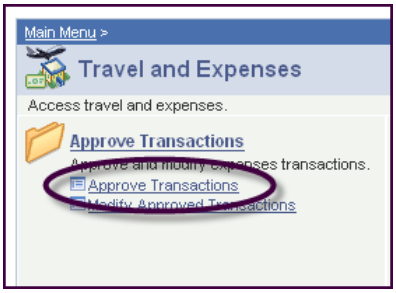
On the next screen you see, click the **Financials Supply Chain 8.9** link.



Step 3

On the next screen you see click the **Travel and Expenses** link in the main menu list. (Don't worry if your menu list is different from the one shown here…everyone's is a little different).

Then click the **Approve Transactions** link (the second, smaller link):



Step 4

Locate the Travel Authorization you want to access in the list. (**NOTE**: If you are certain there ought to be something there for you to approve, and the list is empty, please refer to the Job Aid entitled "**Troubleshooting Expenses**" found on our web site: **www.sandi.net/peoplesoft/readandlearn/jobaids**).

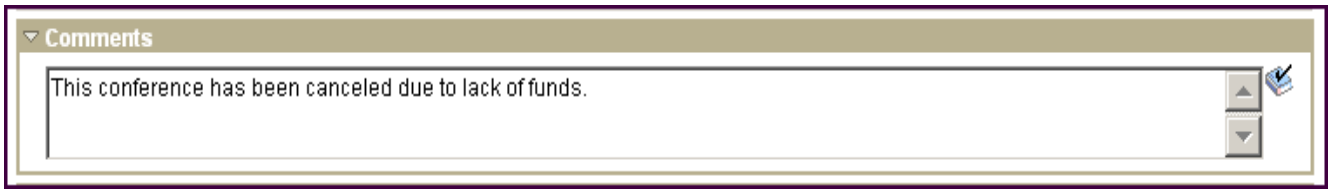
Once you locate the Travel Authorization you want, click on its hyperlinked name or **ID number**, on the right side of the page. That will open the TA for you:

NOTE: ***Do NOT Budget-Check a Travel Authorization if you plan to deny the whole thing.***

NOTE: ***If you want the originator to edit and resubmit the Travel Authorization, do NOT Budget-Check, and be sure to do Step 6a, on the next page:***

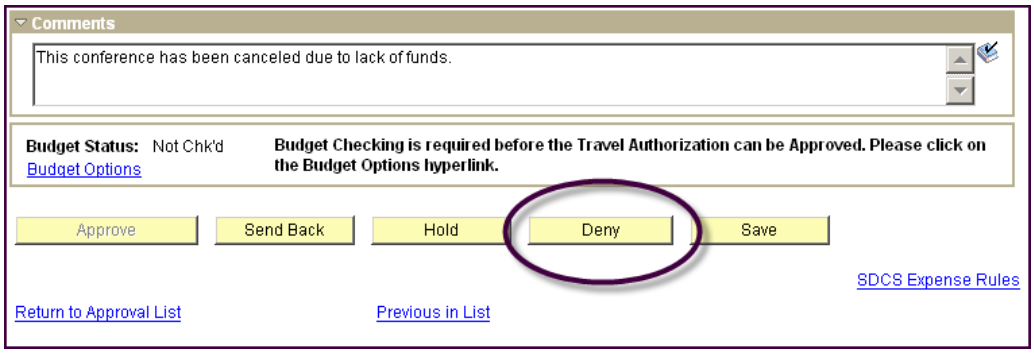
Step 5

FIRST, type a message into the **Comment** textbox, explaining what you want the originator to do. This is required or the system will not allow you to deny the TA. The Comment textbox is located towards the bottom of the Travel Authorization:

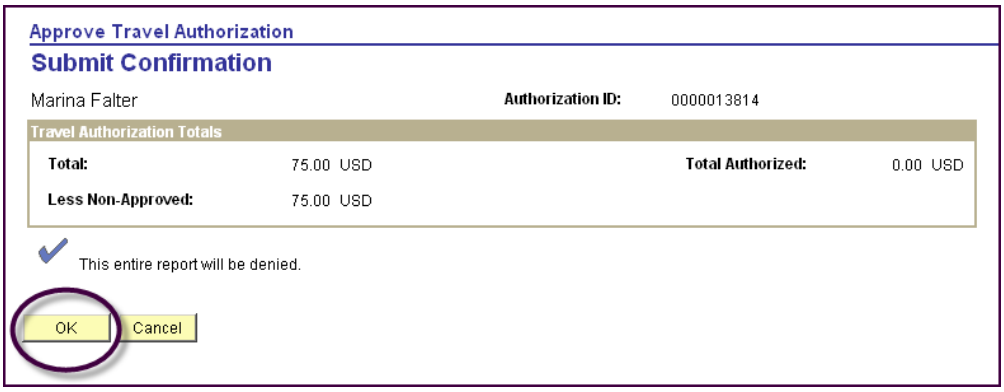


Step 6

To deny the entire Travel Authorization (which will render it permanently and irreversibly unavailable to everyone) click the **Deny** button at the bottom of the form:



Step 7
Click the **OK** button on the **Submit Confirmation** page (if you click the Cancel button instead, you will be let out of denying this form):



After you click the OK button you are finished with this form, and you are brought back to your Approve Transactions page. There you can work on another travel form, or you can navigate elsewhere, or log out.

Approve or Deny Expense Reports

After returning from any travel, an Expense Report must be completed by the person who traveled (or their proxy) and then submitted to the correct Department Head/Principal. ***This is required even if there will be no reimbursements or payments after the trip***.

Once an employee completes and submits an Expense Report, PeopleSoft routes this request to the employee's Department Head/Principal for approval. The Department Head/Principal needs to review the expenses and can perform one of the following actions:

1. Approve the entire Expense Report;
2. Deny one or more expense lines and approve the rest of the Expense Report;
3. Send Back the Expense Report for revision and resubmission.
4. Deny the entire Expense Report which renders it permanently unavailable.

Upon approving an Expense Report, in whole or in part, it is routed to an Auditor in the Accounts Payable department for a final review and processing. In some instances, an approval by an Assistant Superintendent or Branch Head may exist between the Department Head/Principal and the Auditor. The Assistant Superintendent or Branch Head, as well as the Auditor, also have the ability to perform any of the aforementioned actions listed above.

Should the Department Head/Principal, Assistant Superintendent/Branch Head, or the Auditor choose to Send Back the Expense Report for revision, the originator can edit the report and resubmit it. However, if the report is Denied, it cannot be edited or resubmitted. It becomes permanently unavailable.

The following steps walk you through both approving and denying an Expense Report.

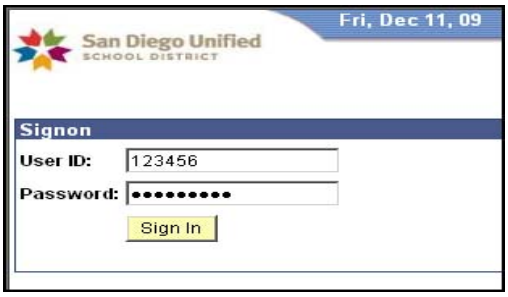
Approve or Deny an Expense Report – Example Exercise

Step by Step: Approve, Send Back, or Deny an Expense Report

Step 1

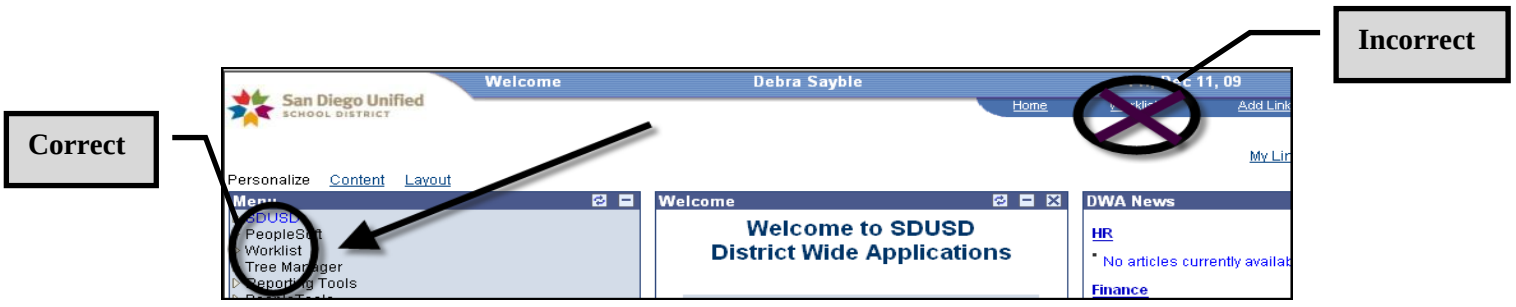
Launch Microsoft Internet Explorer and go to the district's sign-in page for PeopleSoft. The correct URL address is: **https://dwa.sandi.net**

Be sure to enter your Employee ID number into the **User ID** textbox, and enter your password into the **Password** textbox. Then click the **Sign In** button:

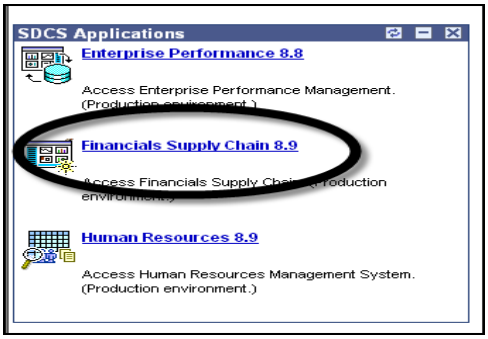


Step 2

On the next page you see, click the **PeopleSoft** link in the upper left corner. ***DO NOT click the Worklist link in the upper right corner on this page. It is the wrong link!***



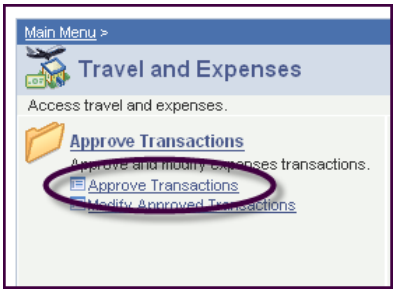
On the next screen you see, click the **Financials Supply Chain 8.9** link.



Step 3

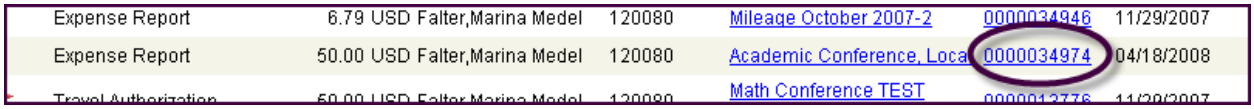
On the next screen you see click the **Travel and Expenses** link in the main menu list. (Don't worry if your menu list is different from the one shown here…everyone's is a little different).

Then click the **Approve Transactions** link (the second, smaller link):



Step 4

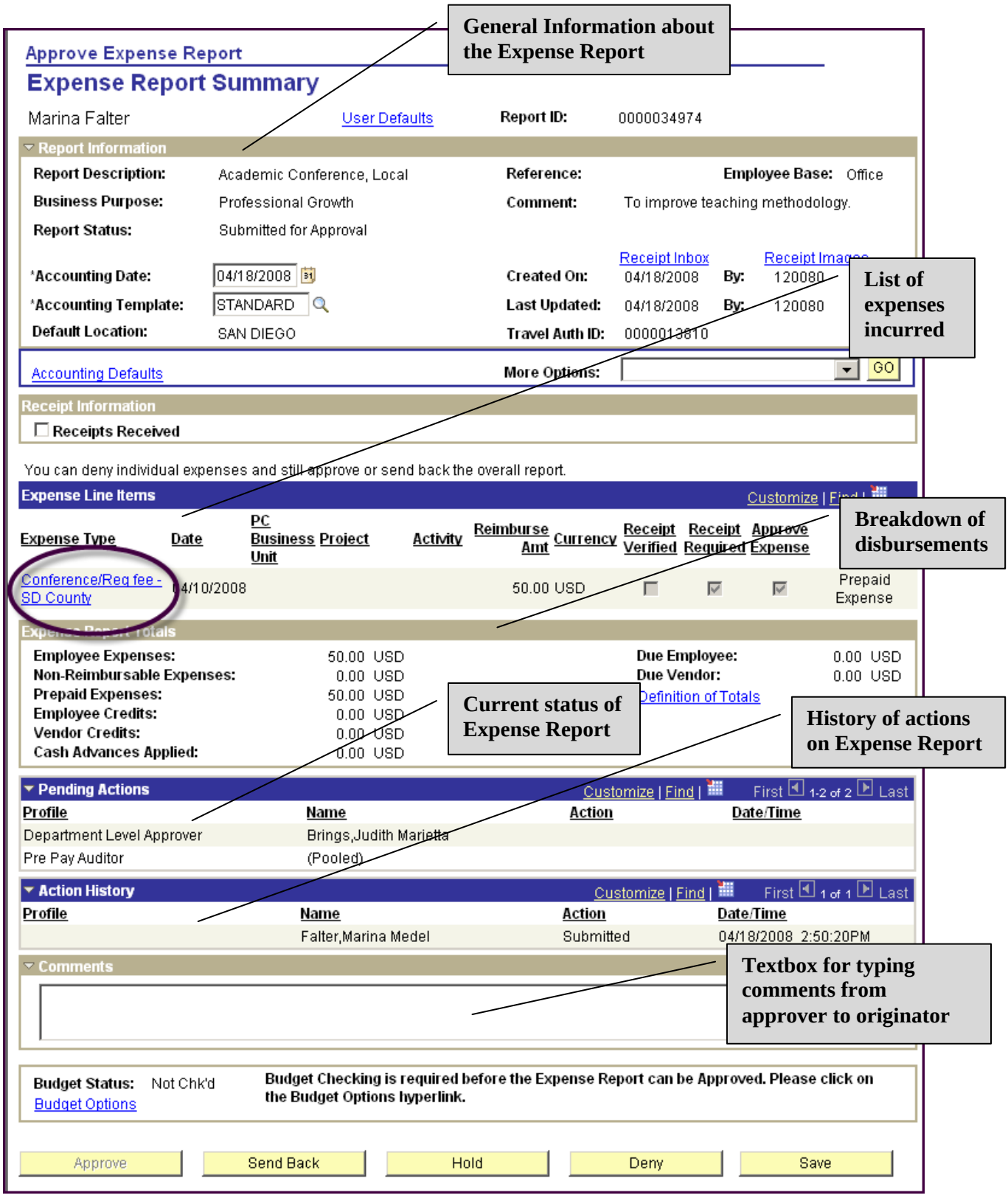
On your Approve Transactions page you'll see a list of travel forms that have been submitted to you. Find the Expense Report you want to access and click its **Transaction ID** number hyperlink:



Expense Report	6.79 USD Falter,Marina Medel	120080	Mileage October 2007-2	0000034946	11/29/2007
Expense Report	50.00 USD Falter,Marina Medel	120080	Academic Conference, Loca	0000034974	04/18/2008
Travel Authorization	50.00 USD Falter,Marina Medel	120080	Math Conference TEST	0000013776	11/29/2007

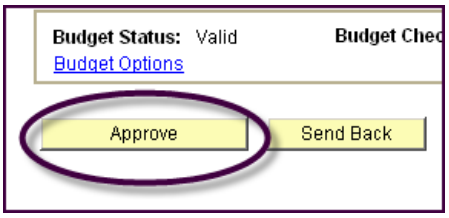
Step 5

You will see the **Expense Report Summary** page. Here you can view details about individual expenses. To do so, just click on the hyperlinked **Expense Type** name you wish to view *(see circle in illustration on next page):*


General Information about the Expense Report
List of expenses incurred
Breakdown of disbursements
Current status of Expense Report
History of actions on Expense Report
Textbox for typing comments from approver to originator
Approve Expense Report
Expense Report Summary
Marina Falter
User Defaults
Report ID: 0000034974
Report Information
Report Description: Academic Conference, Local
Reference:
Employee Base: Office
Business Purpose: Professional Growth
Comment: To improve teaching methodology.
Report Status: Submitted for Approval
Receipt Inbox
Receipt Images
*Accounting Date: 04/18/2008
Created On: 04/18/2008 By: 120080
*Accounting Template: STANDARD
Last Updated: 04/18/2008 By: 120080
Default Location: SAN DIEGO
Travel Auth ID: 0000013810
Accounting Defaults
More Options:
GO
Receipt Information
Receipts Received
You can deny individual expenses and still approve or send back the overall report.
Expense Line Items
Customize | Find
Expense Type
Date
PC Business Unit
Project
Activity
Reimburse Amt
Currency
Receipt Verified
Receipt Required
Approve Expense
Conference/Reg fee - SD County
04/10/2008
50.00 USD
Prepaid Expense
Expense Report Totals
Employee Expenses: 50.00 USD
Non-Reimbursable Expenses: 0.00 USD
Prepaid Expenses: 50.00 USD
Employee Credits: 0.00 USD
Vendor Credits: 0.00 USD
Cash Advances Applied: 0.00 USD
Due Employee: 0.00 USD
Due Vendor: 0.00 USD
Definition of Totals
Pending Actions
Customize | Find | First 1-2 of 2 Last
Profile
Name
Action
Date/Time
Department Level Approver
Brings,Judith Marietta
Pre Pay Auditor
(Pooled)
Action History
Customize | Find | First 1 of 1 Last
Profile
Name
Action
Date/Time
Falter,Marina Medel
Submitted
04/18/2008 2:50:20PM
Comments
Budget Status: Not Chk'd
Budget Options
Budget Checking is required before the Expense Report can be Approved. Please click on the Budget Options hyperlink.
Approve
Send Back
Hold
Deny
Save

Step 6

If you wish to approve the entire Expense Report, you must first Budget-Check the report and receive a Valid budget status. The steps for doing a Budget-Check on an Expense Report are exactly the same as for doing a Budget-Check on a Travel Authorization. (To review how to do a Budget-Check, please review Chapter 3). Once you have a Valid budget status, you can approve the report by clicking the **Approve** button:



Send Back an Expense Report for Revision – Example Exercise

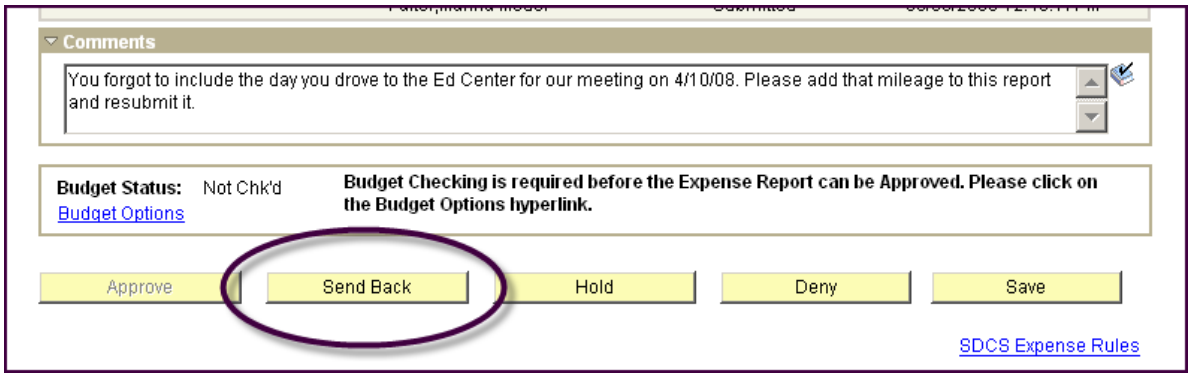
If you want the person who originated the Expense Report to make a change to it and resubmit it, (or resubmit because of a previous budget error), you can make that happen by clicking the **Send Back** button. Only by clicking the Send Back button can you allow the originator to gain access to the report again. The following **Alternate Steps 6A – 11A** walk you through this procedure:

Alternate Step 6A

Do not run a Budget-Check on any Expense Report you plan to Send Back. You will do that after it has been resubmitted to you.

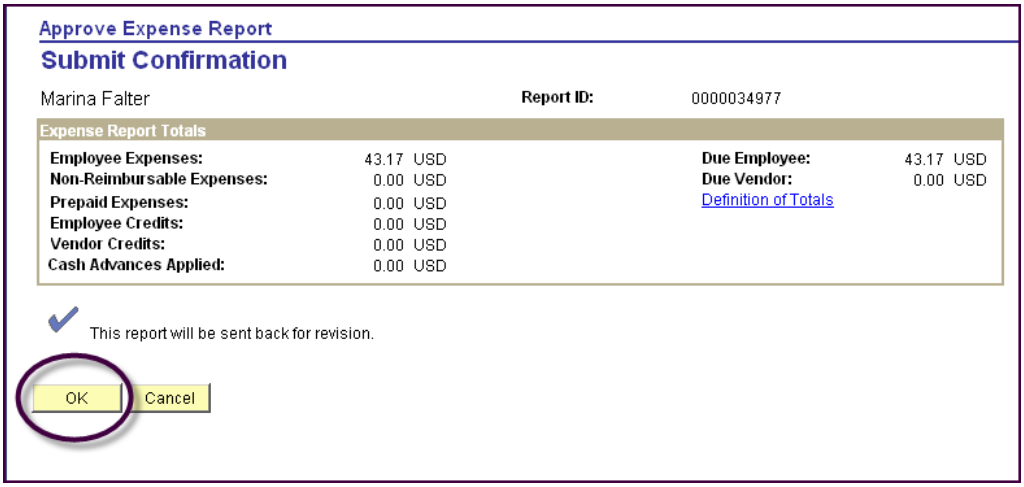
First, you must type an explanation into the **Comment** textbox at the bottom of the report. The purpose of this is to inform the originator why you are sending the form back, and how you want him/her to edit the form before they resubmit it to you. ***The system will not allow you to send back the report without including an explanation.***

When you are finished typing the explanation, click the **Send Back** button:


Comments
You forgot to include the day you drove to the Ed Center for our meeting on 4/10/08. Please add that mileage to this report and resubmit it.
Budget Status: Not Chk'd
Budget Options
Budget Checking is required before the Expense Report can be Approved. Please click on the Budget Options hyperlink.
Approve
Send Back
Hold
Deny
Save
SDCS Expense Rules

Alternate Step 7A

To complete sending the form back, click the **OK** button on the **Submit Confirmation** page:

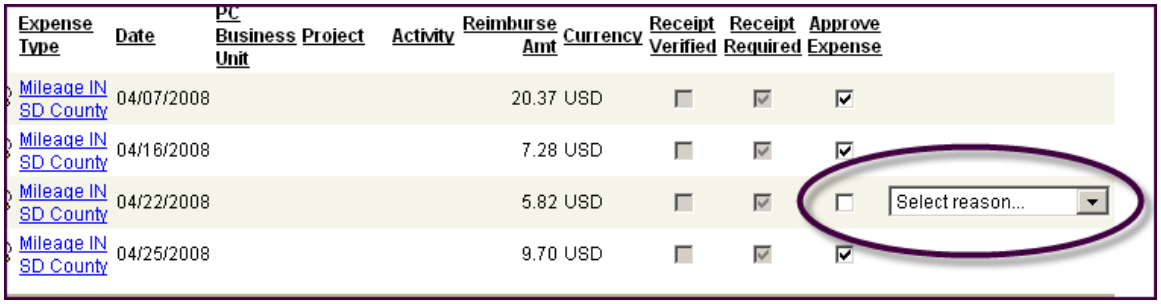


Deny One or More Expenses and Approve the Rest of the Expense Report – Example Exercise

It is possible to deny one or more expenses but approve the rest of an Expense Report. This allows the approver to be selective concerning which expenses he/she chooses to pay. The following **Alternate Steps 6B-11B** walk you through this procedure:

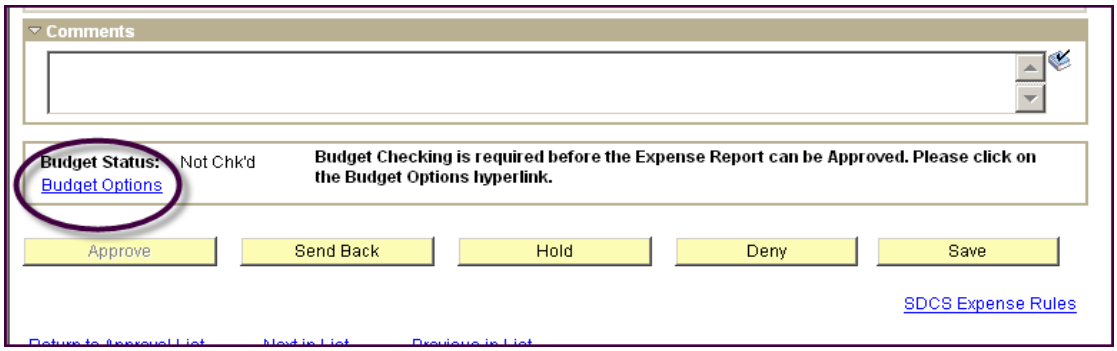
Alternate Step 6B

Click to remove the checkmark from the **Approve Expense** checkbox next to the expense line you wish to deny. Then choose a reason from the drop-down list next to it *(circled below).*



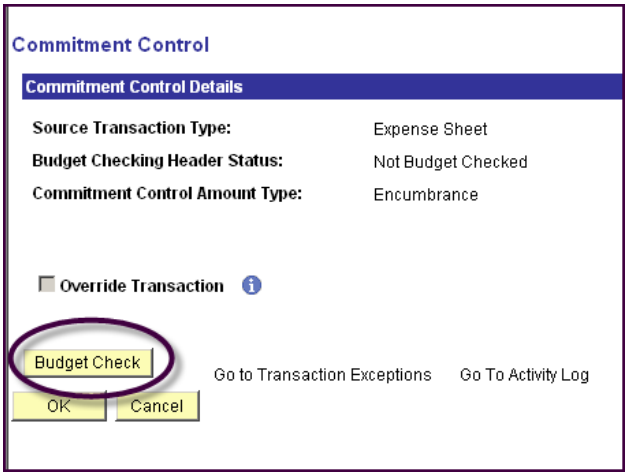
Alternate Step 7B

Click the **Budget Options** link to initiate the Budget-Check process:



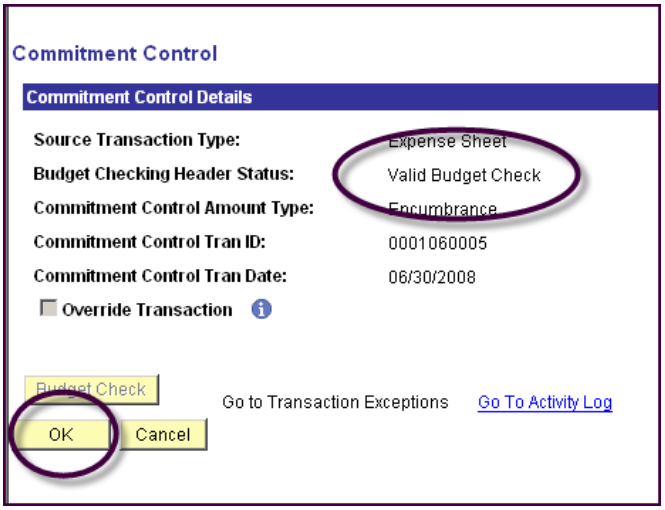
Alternate Step 8B

Click the **Budget Check** button:



Alternate Step 9B

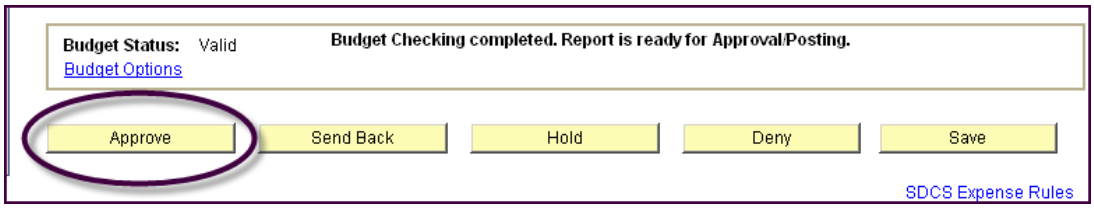
Upon receiving a Valid budget status, click the **OK** button:



Notice on the Expense Report form that the totals have adjusted themselves to show the **Non-Approved Expenses**:

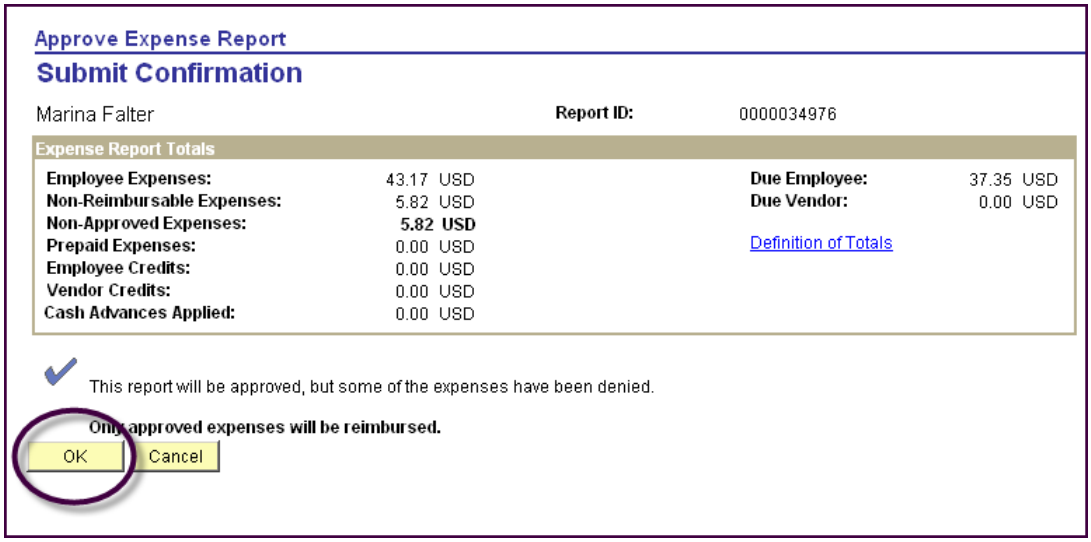
Alternate Step 10B

Click the **Approve** button:



Alternate Step 11B

Click the **OK** button to complete the approval:

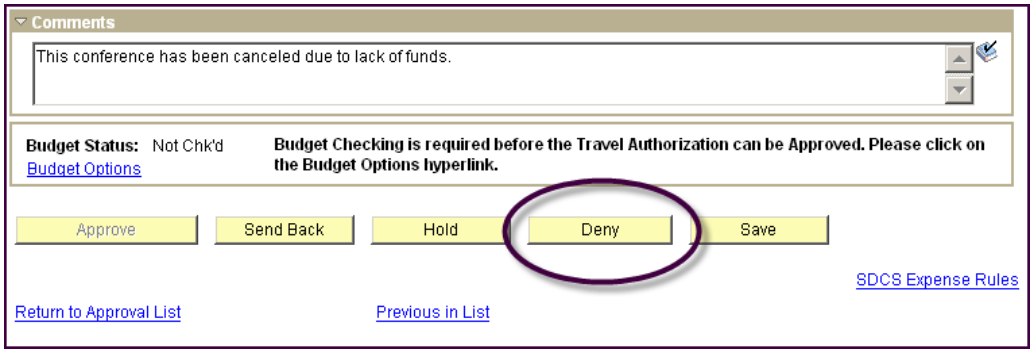


Deny an Entire Expense Report – Example Exercise

An approver can choose to deny the entire Expense Report. This means the approver stops the Expense Report without returning it to its creator, thereby effectively ending the Expense Report. The following **Alternate Step 6C** walks you through this procedure.

Alternate Step 6C

FIRST, type an explanation into the Comment box as to why you are denying the Expense Report. This is a required step, otherwise the system will not allow you to Deny the report. Then, click the **Deny** button:



Chapter 4 - Payroll for Managers

Key Payroll Elements for Managers

- Timekeepers and Payroll Procedures
- Reconciling your Local Payroll
- Audit Reports
- Late Reporting and Financial Accountability
- Employee Verification/Actions
- SAMS Reporting-Verifying/Reconciling Attendance
- Payroll Deadlines

Timekeepers and Payroll Procedures

- Develop a good relationship with your timekeeper and procedures for payroll reporting.
- Open communication is key in assuring accurate and accountable payrolls.
- Integrity of data input and back-up documentation. All absences and hourly pay must have signed time cards authorizing hours/leave.
- Effective sign in process needs to be established.
- Record Retention-Payroll records must remain onsite for 3 years plus current.
- Assure your employees are paid on time and accurately by reporting promptly and within the pay periods that earnings are earned/leave is taken.
- Paying employees on time and accurately.
- Review collective bargaining agreements, and district procedure.
- Employee leave policies must be followed (ask your payroll specialist when in doubt).

Reconciling your Payroll

- Check your rosters for employees you do not recognize or for employees working but not on your roster.
- Review the time summary reports for unusual entries, excessive overtime, etc. Notify Payroll right away about discrepancies.
- Validate back-up documentation has been provided for all absences and time reported.
- Validate absences have been reported for employees reporting to SAMS and that sub assignments have been reviewed and verified in Time and Labor.
- Make sure time is being reported in a timely manner and accurately the first time.
- Overpayments/Underpayments - How your payroll is managed at your site matters. Individual paychecks reflect reporting at the site level. Stop overpayments and underpayments from occurring by reporting on time and accurately the first time.

Audit Reports

- Audit Paid to Reported Time Report (official payroll audit report)
    - Run two reports. For the monthly payroll, run the report on the 10th of the month. For the hourly or off-cycle payroll, run the report on the 20th of the month. Review and reconcile your report. Look for anomalies or employees where trends are occurring with things like overtime or sick leave. Validate and sign as authorizing manager.
- Cross-Site Account Code Charges Report
    - Run just prior to timekeeper deadlines for monthly and hourly payrolls. Validate and sign as authorizing manager.
- Site Account Charges report
    - Run just prior to timekeeper deadlines for monthly and hourly payrolls. Validate and sign as authorizing manager.
- Time Summary Reports
    - Run periodically to review hours being reported for a range of dates and for either one employee or entire department.
- Leave and Vacation Balance Reports

    Run the last day of each month

Late Reporting and Financial Accountability

- Hours and absences should be reported in the earnings period in which they are earned. That means time reporting should be done at least weekly for hours and absences that occur that week. Make sure your timekeeper adheres to payroll deadlines.

- The district is considered a monthly remitter by the IRS and is expected to report as much of employee earnings as is possible on the monthly payroll for the current pay period.

- At no time should positive hours be withheld until the end of the fiscal year then paid in one lump sum. This practice distorts the payroll expense in your financial reports and does not provide a true picture of budgeted and actual expenses.

- Now more than ever accurate reporting and accounting of expenses is critical in managing district resources. The financial crisis we are experiencing currently requires diligent accounting in all areas.

- Payroll accounts for more than 80% of the district budget. All of us responsible for managing that expense must adhere to require timelines for reporting earnings and auditing our records.

Employee Verification-Active/Terminated/FTE Placement

- Review your rosters and Filled Position reports.

- Too many employees are erroneously reported as active.

- Too many employees are reported with incorrect FTE placement

- Make sure when you submit Personnel Action Requests (PARs) that you review what has been entered for accuracy. Make sure the FTE is correct and the Time and Labor calendar is correct. If you have questions about what the proper placement is contact Human Resources before you submit.

- Make sure a Termination or Leave of Absence PAR is completed immediately upon notification of an employee resigning or going on a leave of absence. Contact your payroll specialist so they may intervene on the payroll if necessary to avoid overpayment.

SAMS Reporting/Verification and Reconciling Employee Attendance

- Make sure you have a sign in system for all substitutes at your schools.
- Validate that substitutes have signed in and out for the entire time reported for the assignment.
- SAMS certificated assignments are scheduled for 8 hours and default to 8 hours of time to Time and Labor. When verifying assignments in SAMS you MUST reconcile whether assignments are for a full day. If they are not, you must make the appropriate adjustment to Time and Labor.
- SAMS classified assignments are scheduled for the actual time to be worked. These assignments should also be validated for actual time worked.
- SAMS verification can be done by individual job/employee or with a feature called "Set All to Verify". When using the Set All to Verify feature you must be sure that all substitutes worked the amount of time reported. In addition, this feature only verifies all assignments one page at a time. If using this feature you must verify all pages individually when there are more than one.

Payroll Deadlines

SDUSD is a monthly remitter as defined by the IRS. This means the IRS expects us to get as much of our earnings earned in that period on the monthly payroll as possible. The pay period is monthly and begins on the first day of the month and ends on the last day of the month. The pay date is the last working day of the month. Below is an example of pay and timelines for a monthly payroll:

- Pay Period-October 1-30
- Monthly salaried earnings for October 1-30
- Positive hours reported by the timekeeper deadline on October 16 at 5 p.m. (normally falls on the 16th of the month).
- All positive time and leave reported by the timekeeper deadline will pay on the monthly payroll.

SDUSD also processes a second payroll each month referred to as the "hourly" payroll. This payroll processes all hourly, positive time reported by the timekeeper deadline on the 1st of each month. The hours worked and reported between the timekeeper deadline the previous month (16th of the month) and the end of that month are payable on or before the 10th of the succeeding month. Below is an example of pay and timelines for this off-cycle or hourly payroll:

- Pay Period-October 1-30
- Positive hours worked after the timekeeper deadline for the monthly payroll in the preceding month (17th through the end of the month) reported by the 1st of the month by 5 p.m. (if the first falls on a weekend the deadline will be the following Monday).
- Pay date on or before the 10th of the month

Records Retention

The following retention procedure is recommended from the District Auditor's Office. Please retain your payroll records for auditing purposes in the following manner:

- **Payroll records** should be retained in a binder designated as "Site Name" and “Payroll Records" with fiscal year (e.g., Adams Elementary, Payroll Records, July 2009 - June 2010). A separate binder should be used for each fiscal year. Payroll records are required to be kept for four years. Beginning the fifth year, only the year-one payroll records for the completed proceeding four years can be destroyed. Grants and other programs may require a longer retention period. Contact the program office or read the grant requirements to determine length of record retention.

- **Organization of records**:

  - **Principal/Administrator signed copies** of the **Audit Paid to Reported Time Report** along with the Filled Position Report, in a binder chronologically.

  - The **Timecards** separated by employee, in alphabetical order, in a binder, located in the same file cabinet or file box with reports. Timecards and leave forms must be retained at the site for four years.

  - **Principal/Administrator signed copies** of the **Cross Site Account Charges** and **Site Account Charges** reports in separate binders, organized chronologically.

The updated timecards/forms identified as site-retained documentation are available on the sandi.net website. Use paper copies (8 1/2 x 11) for processing and retention in the binder or file.

Chapter 5 - Review and Approve Reports

Reports for Administrators

Time Approval Reports

- Audit Paid to Reported Time (validate against Filled Positions report)
    - Monthly Report
    - Hourly Report
- Cross-Site Account Charges report
    - Department Report
- Site Account Charges report
    - Salaried Report
    - Hourly Report

Reports

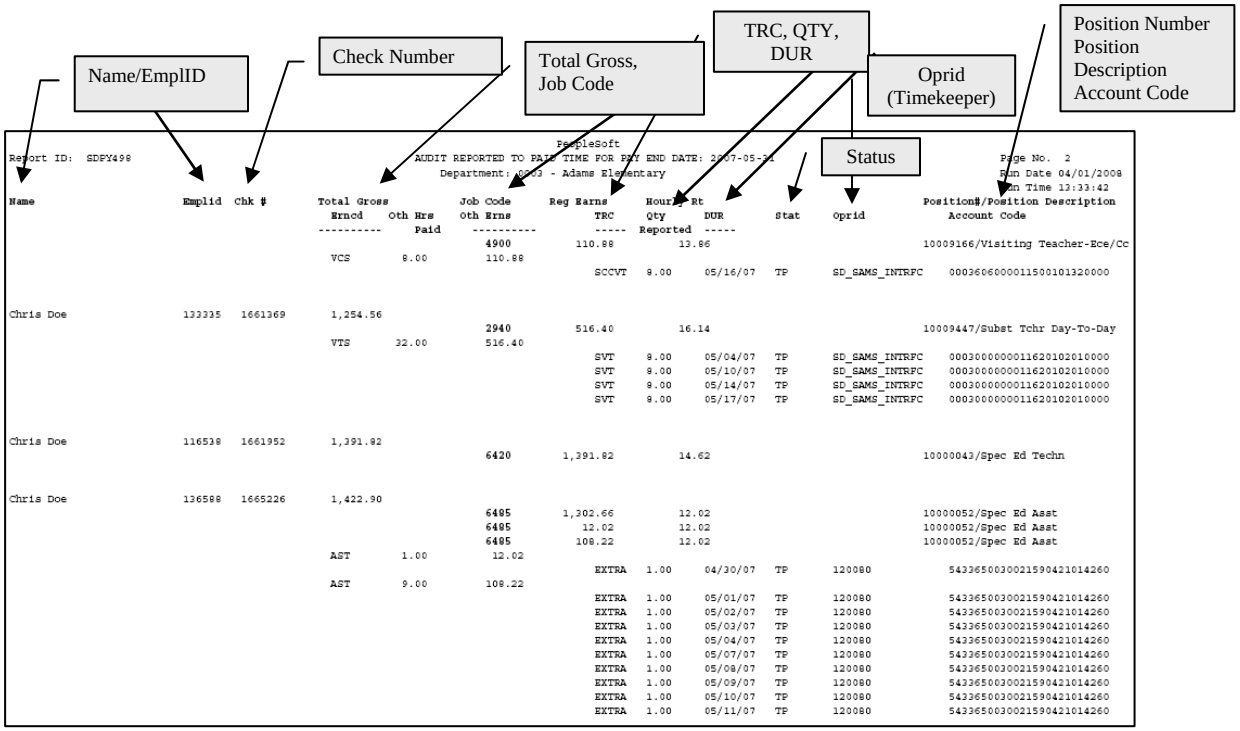
Audit Paid to Reported Time Report

This report is an official audit record. The administrator must review and sign this document to validate the payroll.

This report shows you the earnings/leave reported and paid for each employee at your site. The report must be run for each payroll each month after the payroll processes. Run the report 10 days after the payroll processes (10^{th} of the month for the salaried payroll and 20^{th} of the month for the hourly payroll). The principal/department manager is responsible for certifying each payroll. The Audit Paid to Reported Time report is required for validating payroll. The Audit Paid to Reported Time report does show the data that actually processed.

For each payroll, the site must run the Audit Paid to Reported Time report. The principal/department manager must review and sign the report. Retain the reports in the binder with the corresponding time data. **Run one report for monthly, one for hourly.**

Audit Paid to Reported Time Report

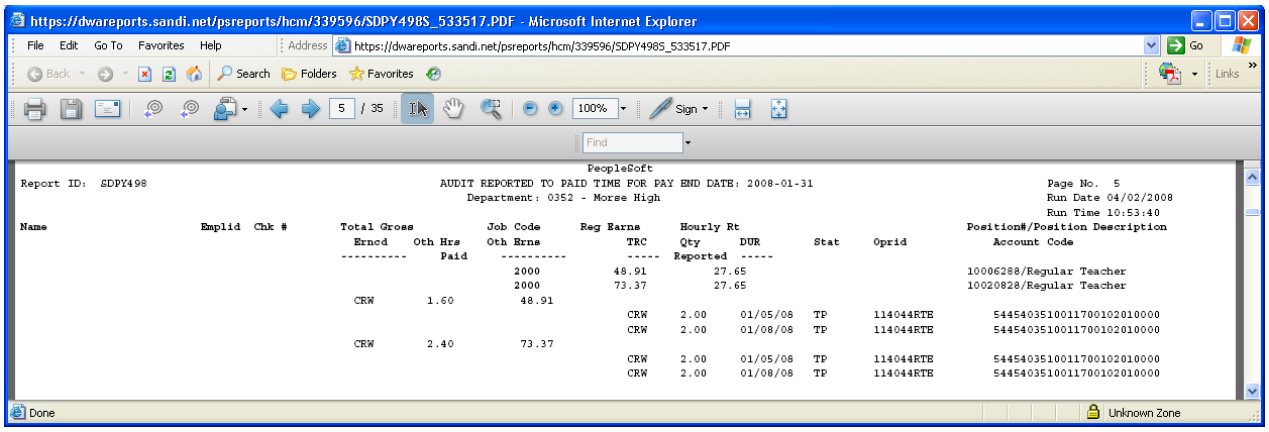


Audit Paid to Reported Time Report Validation Fields Explanation

The Job Code and Position# fields are central to understanding the reported total wages for the employee. Reporting sites are validating earnings and paid time represented by the Job Code that is in bold type.

The report shows reported hours and paid earnings. The column, Hourly Rt/Qty Reported and DUR (date of the earning) will, for each fund or Position#, have repeat line entries and have the same date when earnings are split funded or are based on the employee having multiple positions. The earnings are grouped by Position# or fund and will show the same date for the same earnings code for each respective group. However, the time shown under the column Oth Hrs and the amount shown under Oth Erns shows the actual proportional time and earnings for that date shown under the DUR column for the specific Position# or fund. In the below example, the employee has two positions (shown under the Position#/Position Description) and therefore, Hourly Rt/Qty Reported column repeats with the same dates for the full quantity reflecting the two positions. This part of the report is unable to reflect the proration based on the percentage for either split funding or having multiple positions. The Erncd, Oth Hrs and Oth Erns columns show the actual charge after the percentage was applied to the multiple occurrences showing under the Qty Reported and DUR columns. Under column RegEarns/TRC, the earnings applicable to the specific position are shown.

Also, this example shows a common exception in the reports. The department is 0352, but the budget string is showing department 5445 as the paying department. This happens when the position number is joined to a department other than the paying department. This employee will also show on 5445's Audit Reported to Paid Time Report since that is the paying department.


https://dwareports.sandi.net/psreports/hcm/339596/SDPY498S_533517.PDF - Microsoft Internet Explorer
PeopleSoft
Report ID: SDPY498
AUDIT REPORTED TO PAID TIME FOR PAY END DATE: 2008-01-31
Department: 0352 - Morse High
Page No. 5
Run Date 04/02/2008
Run Time 10:53:40
Name Emplid Chk # Total Gross Erncd Oth Hrs Oth Erns Job Code Reg Earns TRC Hourly Rt Qty Reported DUR Stat Oprid Position#/Position Description Account Code
2000 48.91 27.65 10006288/Regular Teacher
2000 73.37 27.65 10020828/Regular Teacher
CRW 1.60 48.91
CRW 2.00 01/05/08 TP 114044RTE 5445403510011700102010000
CRW 2.00 01/08/08 TP 114044RTE 5445403510011700102010000
CRW 2.40 73.37
CRW 2.00 01/05/08 TP 114044RTE 5445403510011700102010000
CRW 2.00 01/08/08 TP 114044RTE 5445403510011700102010000
Done
Unknown Zone

Job Code Job Code (In bold type) is associated with Position# and shows the amount earned by the staff member in this position at this site. The amount earned is listed under the column Reg Earns. Sites validate the wages paid for the earnings reported that are for the Job Code shown in bold type.

Position# The specific position in the number of positions allocated for the particular Job Code. For example, if the site was authorized 10 teachers for Job Code 2000, then positions numbers could range from 10000001 thru 10000010. An employee may have multiple positions for the same Job Code.

Reg Earns The earnings for that position in the preceded Job Code. This/these amount(s) may not equal the Total Gross if the staff member had earnings at another location.

Total Gross This is the employee's paycheck and in most cases equals the amount(s) associated with the Job Code. If an employee has earnings from multiple locations, the location running the report sees their portion following the Job Code, but their portion will not equal the Total Gross.

Erncd The code the total earnings are charged to for the report period.

Oth Hrs The total hours being paid for the Erncd for the report period

Oth Erns The total being paid for the report period for the Erncd

TRC Shows the Time Reporting Code for the hours entered by the Time Keeper identified under Oprid. If multiple funding sources fund this Time Reporting Code, then the line will repeat and not equal the total listed in the Erncd and Oth Hrs reported. The assignment funding percentage is not included on the report for the associated TRC therefore the Qty appears overstated.

Qty/Reported Number of hours (daily) being reported for the TRC.

Dur The date for which the TRC is reported.

Stat	Processing status of the entry, TP = Taken by payroll
Oprid	The employee's PeopleSoft ID number who entered the time into the system.
Account Code	Budget string charged for the TRC.

Account Code Charges Reports

With PeopleSoft Time and Labor, it is possible to charge dollar amounts associated with reported hours to a Combo Code (budget number) other than the one on the employee's position. The Combo Code search prompt does not have any security to limit access, meaning that a timekeeper can select any other department/site's Combo Codes (budget numbers), and thus charge time to any other budget. Since there is no notification to that department/site when their budget is being charged, it is the responsibility of both the site administrator where the charge is originating and the site whose budget is being charged to monitor these Combo Code (budget number) charges.

Cross-Site Account Code Charges Report

This report is an official audit record. This report must be signed by an administrator and kept on file for auditing purposes.

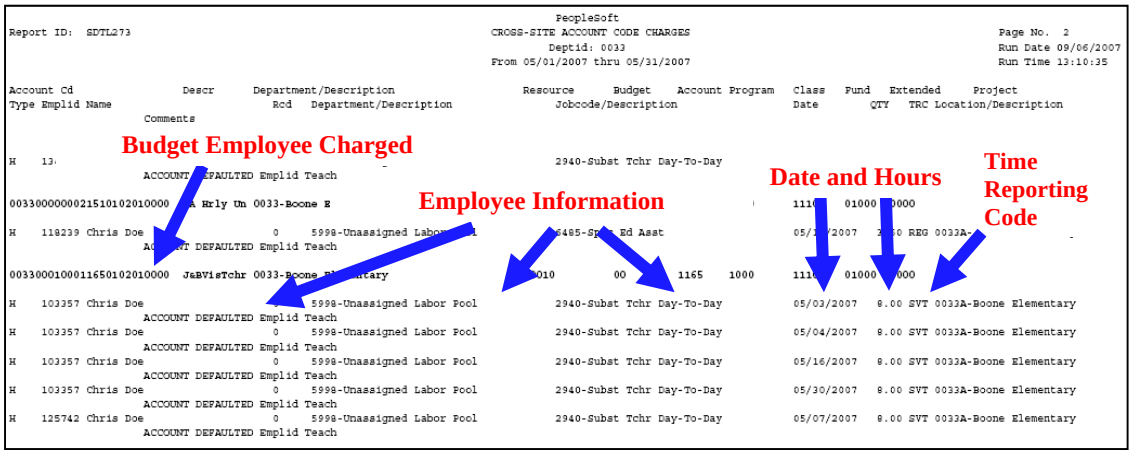
This report works in combination with the Site Account Code Charge Monitor Report. While the Site Account Code Charge Monitor Report shows if you are hitting other Department's Budgets, the Cross Site Account Code Charges Report shows you if other Departments are hitting yours. This report includes all employees whose time reported in Time and Labor is being charged to a Combo Code (budget number) containing the department value of your site (first 4 digits of an account string). As is the case with the Site Account Code Charge Report this report needs to be run weekly. That way if there is time being charged by another department to your site account, you can contact the timekeeper at the other site to make the correction before payroll is run.

The report should then be run prior to your deadline for submitting time on both the salaried payroll and the hourly payroll for review and signature by the site administrator.

IMPORTANT: This report is not meant to be used for budgeting purposes. If you find charges after the payroll has processed that do not belong to your department, you should contact your budget analyst in the Budget Operations Department to assist you with an expense transfer.

Do not try to reverse these charges in Time and Labor. Run one report for your department.

Timekeeper at **another** site charging **your** sites budget for an employee



PeopleSoft
Report ID: SDTL273 — CROSS-SITE ACCOUNT CODE CHARGES — Page No. 2
Deptid: 0033 — Run Date 09/06/2007
From 05/01/2007 thru 05/31/2007 — Run Time 13:10:35

Account Cd Type	Emplid	Name	Descr / Rcd	Department/Description	Resource / Jobcode/Description	Budget	Account	Program	Class / Date	Fund	Extended / QTY	Project / TRC	Location/Description
		Comments											
H	12				2940-Subst Tchr Day-To-Day								
		ACCOUNT DEFAULTED Emplid Teach											
0033000000021510102010000		A Hrly Un	0033-Boone E						1110	01000	0000		
H	118239	Chris Doe	0	5998-Unassigned Labor Pool	6485-Sp Ed Asst				05/ /2007		2.50	REG	0033A-
		ACCOUNT DEFAULTED Emplid Teach											
0033000100011650102010000		J&BVisTchr	0033-Boone El ntary		010	00	1165	1000	1110	01000	000		
H	103357	Chris Doe	0	5998-Unassigned Labor Pool	2940-Subst Tchr Day-To-Day				05/03/2007		8.00	SVT	0033A-Boone Elementary
		ACCOUNT DEFAULTED Emplid Teach											
H	103357	Chris Doe	0	5998-Unassigned Labor Pool	2940-Subst Tchr Day-To-Day				05/04/2007		8.00	SVT	0033A-Boone Elementary
		ACCOUNT DEFAULTED Emplid Teach											
H	103357	Chris Doe	0	5998-Unassigned Labor Pool	2940-Subst Tchr Day-To-Day				05/16/2007		8.00	SVT	0033A-Boone Elementary
		ACCOUNT DEFAULTED Emplid Teach											
H	103357	Chris Doe	0	5998-Unassigned Labor Pool	2940-Subst Tchr Day-To-Day				05/30/2007		8.00	SVT	0033A-Boone Elementary
		ACCOUNT DEFAULTED Emplid Teach											
H	125742	Chris Doe	0	5998-Unassigned Labor Pool	2940-Subst Tchr Day-To-Day				05/07/2007		8.00	SVT	0033A-Boone Elementary
		ACCOUNT DEFAULTED Emplid Teach											

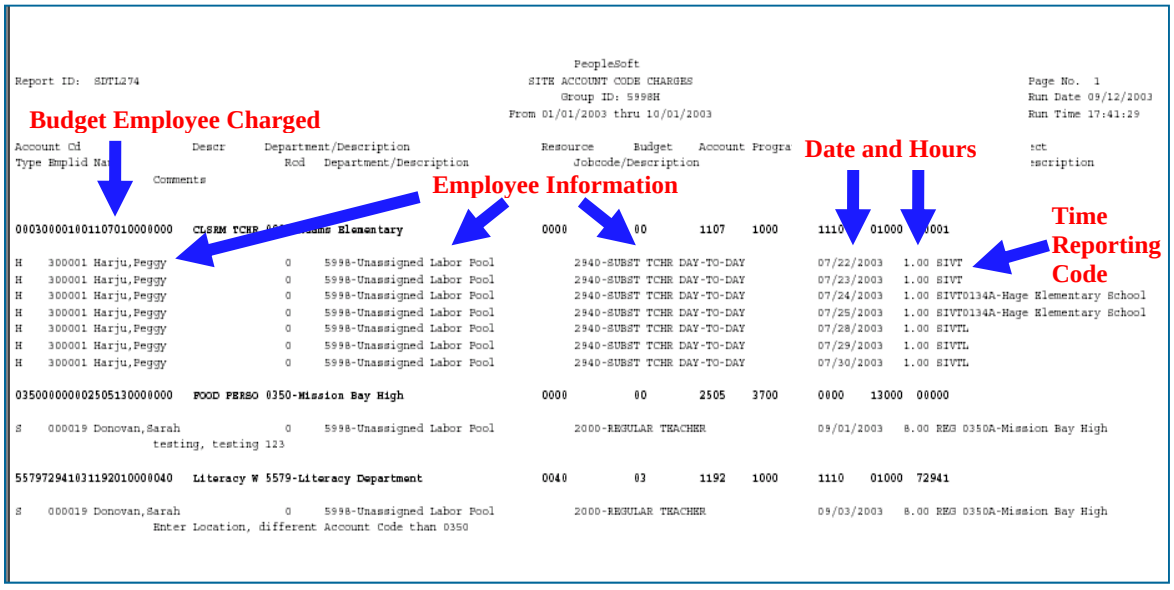
Site Account Code Charges Report

This report is an official audit record. The administrator must review and sign this document to validate the payroll.

This report is provided for sites to monitor whether time that is supposed to be charged to your site is being charged to another site (Combo Code (budget number) contains a department value that is not your own). Unlike the Audit Paid to Reported Time Report, this report includes time that has been reported in Time and Labor but has not yet been paid. To use this report effectively, it must be run and validated weekly. This way if there is time being charged to a department other than your own, you can make the changes before the timekeeping deadline.

The report should then be run prior to your deadline for submitting time on both the salaried payroll and the hourly payroll for review and signature by the site administrator. Run one report for salary, one report for hourly.

Timekeeper at **your** site charging **another** sites budget for an employee



PeopleSoft
Report ID: SDTL274 — SITE ACCOUNT CODE CHARGES — Page No. 1
Group ID: 5998H — Run Date 09/12/2003
From 01/01/2003 thru 10/01/2003 — Run Time 17:41:29

Account Cd Type	Emplid	Name	Descr / Rcd	Department/Description	Resource / Jobcode/Description	Budget	Account	Progra	Date				ct / scription
		Comments											
0003000010011070100000000		CLSRM TCHR 0		ams Elementary	0000		00	1107	1000	1110	01000	0001	
H	300001	Harju,Peggy	0	5998-Unassigned Labor Pool	2940-SUBST TCHR DAY-TO-DAY				07/22/2003		1.00	SIVT	
H	300001	Harju,Peggy	0	5998-Unassigned Labor Pool	2940-SUBST TCHR DAY-TO-DAY				07/23/2003		1.00	SIVT	
H	300001	Harju,Peggy	0	5998-Unassigned Labor Pool	2940-SUBST TCHR DAY-TO-DAY				07/24/2003		1.00	SIVT0134A-Hage Elementary School	
H	300001	Harju,Peggy	0	5998-Unassigned Labor Pool	2940-SUBST TCHR DAY-TO-DAY				07/25/2003		1.00	SIVT0134A-Hage Elementary School	
H	300001	Harju,Peggy	0	5998-Unassigned Labor Pool	2940-SUBST TCHR DAY-TO-DAY				07/28/2003		1.00	SIVTL	
H	300001	Harju,Peggy	0	5998-Unassigned Labor Pool	2940-SUBST TCHR DAY-TO-DAY				07/29/2003		1.00	SIVTL	
H	300001	Harju,Peggy	0	5998-Unassigned Labor Pool	2940-SUBST TCHR DAY-TO-DAY				07/30/2003		1.00	SIVTL	
0350000000025051300000000		FOOD PERSO	0350-Mission Bay High		0000		00	2505	3700	0000	13000	00000	
S	000019	Donovan,Sarah	0	5998-Unassigned Labor Pool	2000-REGULAR TEACHER				09/01/2003		8.00	REG	0350A-Mission Bay High
		testing, testing 123											
5579729410311920100000040		Literacy W	5579-Literacy Department		0040		03	1192	1000	1110	01000	72941	
S	000019	Donovan,Sarah	0	5998-Unassigned Labor Pool	2000-REGULAR TEACHER				09/03/2003		8.00	REG	0350A-Mission Bay High
		Enter Location, different Account Code than 0350											

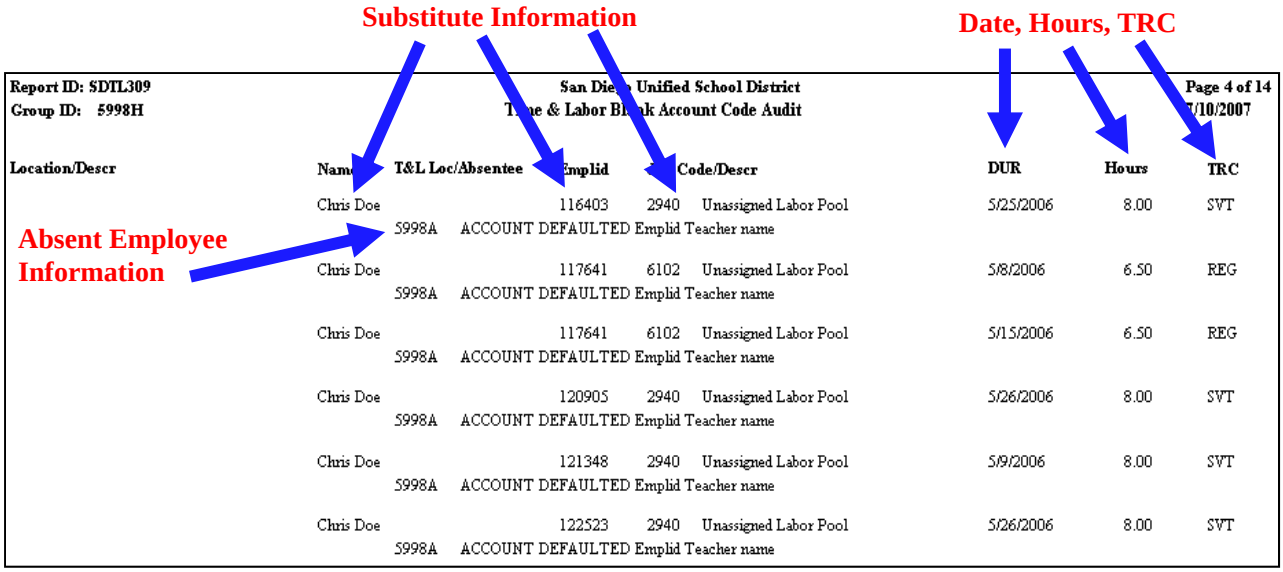
Blank Account Codes Report

This report is not an official audit record. **However, this is a critical report to run on a regular basis to assure combo codes are being reported accurately.**

The T&L Blank Account Codes Report displays substitutes whose time was pulled in from SAMS to Time and Labor via an interface. This data is pulled into Time and Labor using default Combo Codes (budget numbers) for district related absences (i.e. professional development for teachers). Timekeepers must change the default Combo Codes (budget numbers) for each of these records. This report is your tool for identifying the records that need to be changed.

This report should be run no less than weekly throughout the month. Changes to Combo/Account Codes (budget numbers) must be done at the time you run the report and should not be held until just prior to the timekeeping deadline.

Only Timekeepers that use SmartFind*Express* (SAMS) run this report. This report does not need to be signed.


Substitute Information
Date, Hours, TRC
Absent Employee Information
Report ID: SDTL309
Group ID: 5998H
Page 4 of 14
Location/Descr
T&L Loc/Absentee
Emplid
Code/Descr
DUR
Hours
TRC
Chris Doe 116403 2940 Unassigned Labor Pool 5/25/2006 8.00 SVT
5998A ACCOUNT DEFAULTED Emplid Teacher name
Chris Doe 117641 6102 Unassigned Labor Pool 5/8/2006 6.50 REG
5998A ACCOUNT DEFAULTED Emplid Teacher name
Chris Doe 117641 6102 Unassigned Labor Pool 5/15/2006 6.50 REG
5998A ACCOUNT DEFAULTED Emplid Teacher name
Chris Doe 120905 2940 Unassigned Labor Pool 5/26/2006 8.00 SVT
5998A ACCOUNT DEFAULTED Emplid Teacher name
Chris Doe 121348 2940 Unassigned Labor Pool 5/9/2006 8.00 SVT
5998A ACCOUNT DEFAULTED Emplid Teacher name
Chris Doe 122523 2940 Unassigned Labor Pool 5/26/2006 8.00 SVT
5998A ACCOUNT DEFAULTED Emplid Teacher name

Summary:

- Time (and dollars) may be charged:
  - By my department to my department
  - By my department to another department
  - By another department to my department
- Reports are available to review these charges
  - Cross Site Account Charges Report
  - Site Account Chargers Report

Chapter 6 - Human Capital Management (HCM)

Human Capital Management (HCM)

Administer Workforce (Human Resources)

Employees are hired and essential information about them and the jobs they perform are tracked. A detailed and ongoing history of personal, employment, compensation and benefit-related data of an employee is maintained here. This enables SDUSD to drive the system in two ways: by position or by employee.

Position Management

SDUSD can use data that is specific to a position as the basis for planning, recruitment, and budgeting. Position Management and HR work together to track position attributes and vacancies. SDUSD can track specific information for a position, such as FTE (full-time equivalent), regardless of whether an employee actually fills that position.

In the following chapter we will focus on the sections of HCM relevant to Site Administrators:

-
  - Position Management Overview
  - Understanding Budgeting by Position
  - Position Reports
  - The Personnel Action Request (PAR)
  - Approving PARs
  - Searching for a PAR
  - How to Check on a PAR

Chapter 7 - Position Management

Position Management Overview

Position Management allows you to staff budgeted positions, each of which has a Job Code, Job Title, Dept, Location, and Combo Code(s), In February 2010, the district moved to "One-to-one Position Management", meaning there is a unique position number for each salaried employee. (This is in contrast to the previous model of "Many-to-one Position Management", in which many salaried employees shared the same position number.) Hourly positions still allow more than one employee per position number. With the Position Management reports discussed below, you can determine how many FTE (full time equivalent) you have filled and how many you have available.

This gives SDUSD the flexibility to:

- Budget for positions and departments.
- Create and track position data and history.
- Process employee appointments by position.
- Maintain incumbent data.
- View position and budget histories.

When you structure your system by position, you attach data to the positions and move employees in and out of those positions. By focusing on the position, you can track information related to it, such as bargaining unit or standard hours, regardless of whether an employee holds the position. When the position is vacant, you will not lose the common thread that binds the data together. Use data specific to each position as the basis for planning, recruitment, and budgeting.

Details

A position exists for each salaried employee. The position information includes Job Code, Job Title, Department, Location, Combo Code(s), Standard Hours and the maximum FTE allowed for the position. For example, if you have 25 teachers at your site, they will each have a unique position number, even if the job code, department and funding on their positions is the same.

If a position is split-funded, all funding sources are attached to the position according to the distribution percentage of each funding source (Combo Code). For example, a split-funded position may have 75% of the position's funding going to one Combo Code and 25% of the position's funding going to another Combo Code. The distribution percentage must always total 100% (in our example, 75% + 25% = 100%), so that each position is fully funded, regardless of position's FTE. The FTE allotted to each Combo Code is shown on the Allocation Status Report and is calculated by multiplying the FTE of the position (for example, (0.8 FTE) by the distribution percentage divided by 100. (In this example, .8 total FTE x 75/100 = .6 FTE for the first Combo Code, and .8 x 25/100 = .2 FTE for the second Combo Code). See the sample Allocation Status Report screen shot below for an example.

Hourly positions are created for each unique combination of Job Code, Department, Location, and Combo Code. Multiple hourly employees can be assigned to the same hourly position number.

Position Management and Creating a New Position

In SDUSD's system, the positions are created based on allocation formulas. If a site wants to use discretionary funds to create or change a position because they need extra help besides what has been awarded, the Administrator will fill out the online Request New Position PAR form that provides:

- Duties statement
- Combo Code (funding source)
- Position start/end dates
- FTE (full time equivalent)
- Traditional or Year-round designation
- Calendar (10 month, 11 month, 12 month etc)

This form is system-delivered to the HR department where its information is verified. HR also determines the job code and union characteristics for the particular position. HR creates the position in "inactive" status and the PAR is sent to the Finance department (Budget Analyst) for approval and also to Position Control. If there is adequate and appropriate funding for the requested position, Finance approves the PAR and "activates" the new position and assigns funding to it.

Position Management and Changing an Existing Position

Unless additional allocations have been approved, any changes to existing positions must result in a "net zero" effect on the FTE at a site. Sites submit the online Change Position Attributes PAR to request changes to existing positions. These PARs must be approved by Position Control and Finance before the changes can be made. If FTE changes to one position will be balanced by changes to another position at the site, the PAR submitter should note in the Comments field all the positions affected by the change to show the "net zero" effect.

Understanding Budgeting by Position

The Finance department sets up Position Funding and Payroll Expense distribution in the HCM system so expenses are charged to the correct Combo Code.

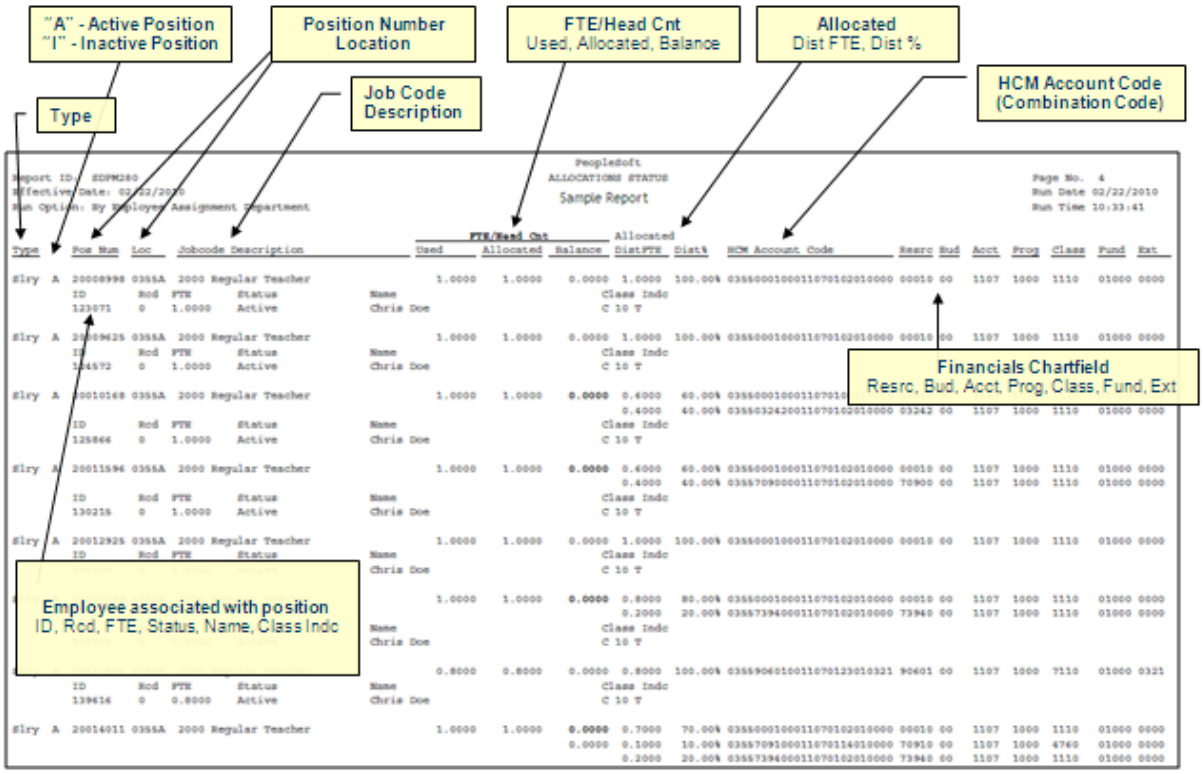
Position Reports

There are two custom reports for you to review and analyze position information. Each report can be run against a set of selection criteria defined by the user.

- Filled Positions report
- Allocations Status report

Allocations Status Report

The Allocation Status report shows the total allocation used and the total allocation remaining.



At the end of the Salaried section there are subtotals of **FTE Used**, **Allocated** and **Balance** for each **Job Code Description** and totals by **Resource**.

SALARIED POSITION SUMMARY BY RESOURCE

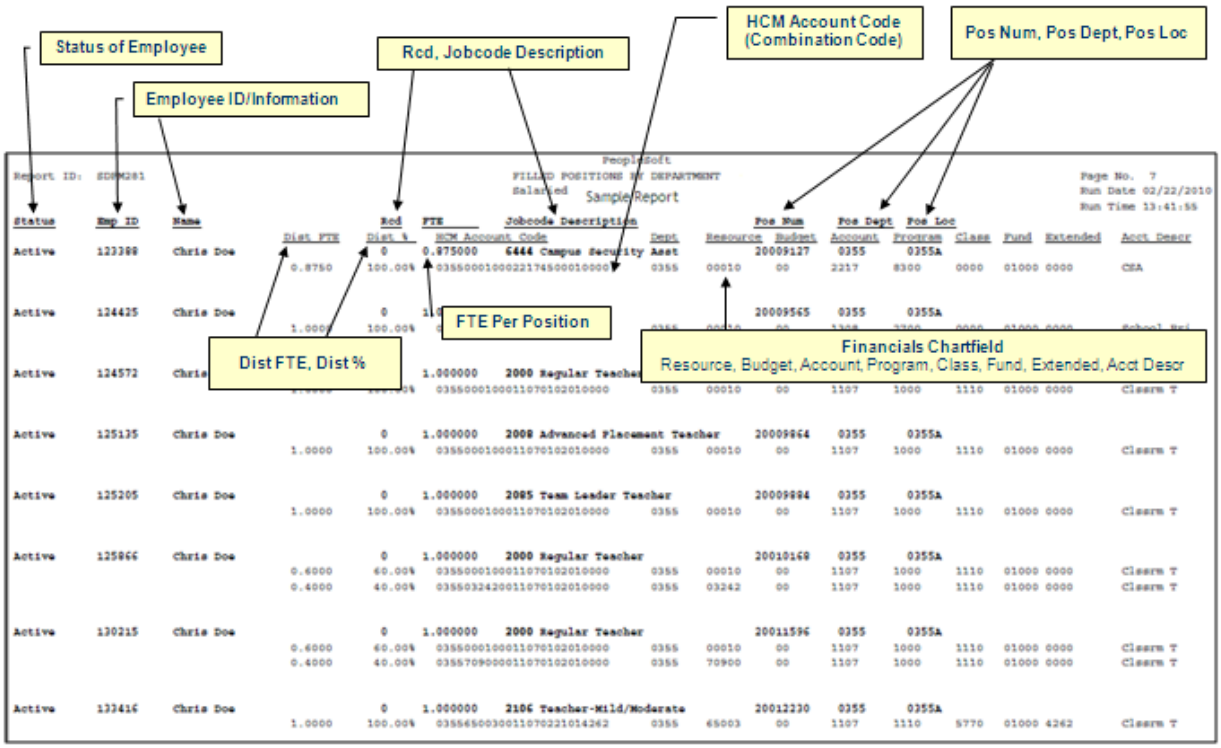
Resource	Job Code Description	FTE Used	Allocated	Balance
00010	1305 Principal	1.0000	1.0000	0.0000
	2000 Regular Teacher	11.0000	11.0000	0.0000
	2085 Team Leader Teacher	1.0000	1.0000	0.0000
	2500 School Nurse	0.0500	0.2000	0.1500
	2605 School Counselor	0.0400	0.2000	0.1600
	6410 Health Technician	0.8125	0.8130	0.0005
	6419 Attendance Asst	1.0000	1.0000	0.0000
	6472 Library Asst	0.5000	0.5000	0.0000
	6535 Elementary School Asst	1.0000	1.0000	0.0000
	00010 Resource Totals.	16.4025	16.7130	0.3105

At the end of the Hourly section, the report will show a subtotal of the FTE columns **Used**, **Allocated** and **Balance** only.

Report is sorted by Salaried and Hourly positions, then by Job Code.

Filled Positions Report

The Filled Position report shows how many of your allocated positions are filled and which employees are occupying the positions.



The report is sorted by Salaried and Hourly positions, then by employee in alpha order.

The Personnel Action Request (PAR)

Nine different electronic Personnel Action Request or PAR forms are used for different types of position and employee actions.

Each PAR can be routed individually depending on who needs to approve it and who needs to take additional action on it. You can track where a PAR is at any time. (See the **PAR Search** job aid.)

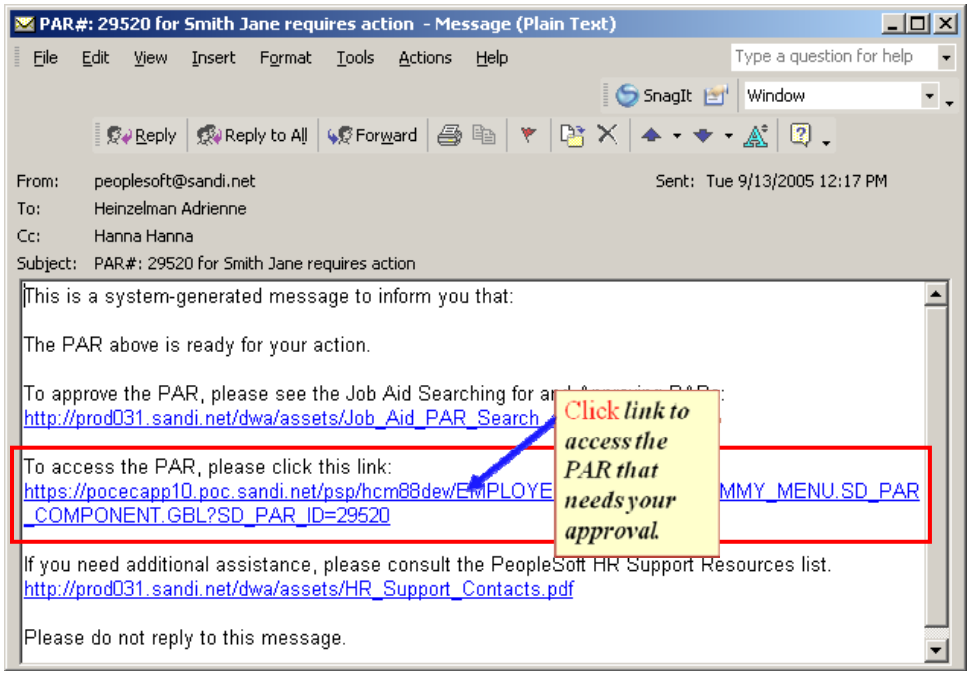
There are six PAR forms dealing with Employee Actions and three PAR forms dealing with Position Action, as shown below:

Employee Action PARs	Position Action PARs
• Hire/Rehire • Add Concurrent Job • Assignment Change • Salary Change • LOA • Termination	• Change Attributes • Fill Vacancy • Request New

Approving PARS

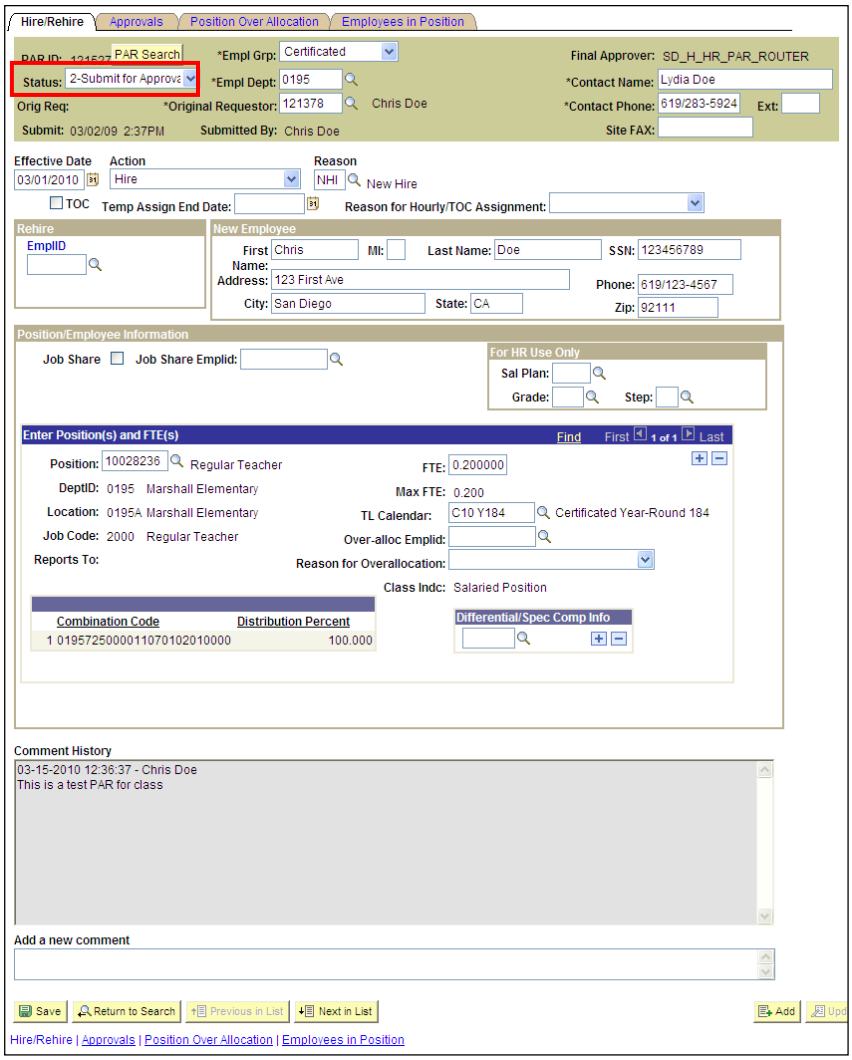
Once an initial request for a PAR has been saved, the Site Administrator must review and submit the PAR to HR for Routing, Approval, and Processing. The system will send an automatic email notification about the PAR when it needs an approval. The email contains a link that can take you directly to the PAR.

To site admin upon save of PAR:


PAR#: 29520 for Smith Jane requires action - Message (Plain Text)
File Edit View Insert Format Tools Actions Help
Type a question for help
SnagIt Window
Reply Reply to All Forward
From: peoplesoft@sandi.net
Sent: Tue 9/13/2005 12:17 PM
To: Heinzelman Adrienne
Cc: Hanna Hanna
Subject: PAR#: 29520 for Smith Jane requires action
This is a system-generated message to inform you that:
The PAR above is ready for your action.
To approve the PAR, please see the Job Aid Searching for
http://prod031.sandi.net/dwa/assets/Job_Aid_PAR_Search
To access the PAR, please click this link:
https://pocecapp10.poc.sandi.net/psp/hcm88dev/EMPLOYE
MMY_MENU.SD_PAR
_COMPONENT.GBL?SD_PAR_ID=29520
If you need additional assistance, please consult the PeopleSoft HR Support Resources list.
http://prod031.sandi.net/dwa/assets/HR_Support_Contacts.pdf
Please do not reply to this message.
Click link to access the PAR that needs your approval.

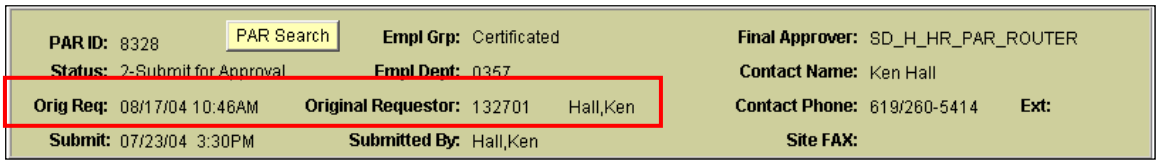
The steps below show the instructions on how to approve a PAR.

Step 1
Click the link in the email message to open the PAR, the PAR page is displayed.



Step 2
Verify that all pertinent information has been entered and is accurate, (such as Differential, Special Comp, or temporary as appropriate) then click the **Status** drop down box and select **Submit for Approval** from the list, click Save.

The following page will be displayed. Notice that the **Orig Req** field has been populated with the date and time of approval. The PAR will now show up in the Router or Budget Analyst Search Results.



Searching for a PAR

There are two ways to search for a PAR:

- Personnel Action Request
- PAR Search

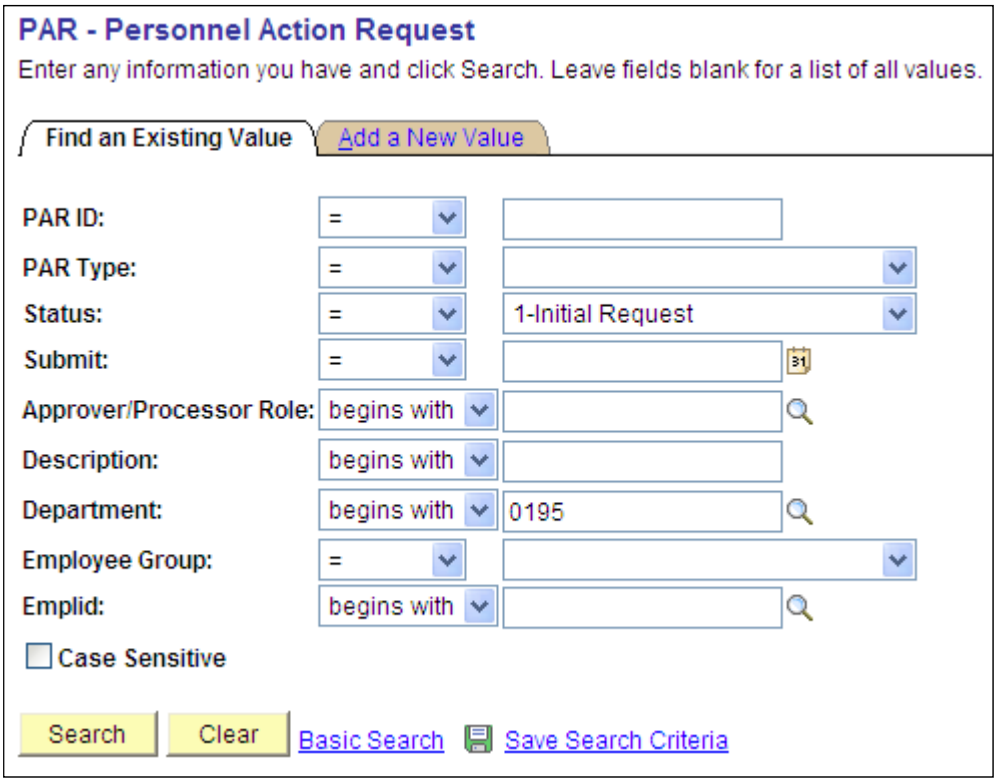
Personnel Action Request

Step 1

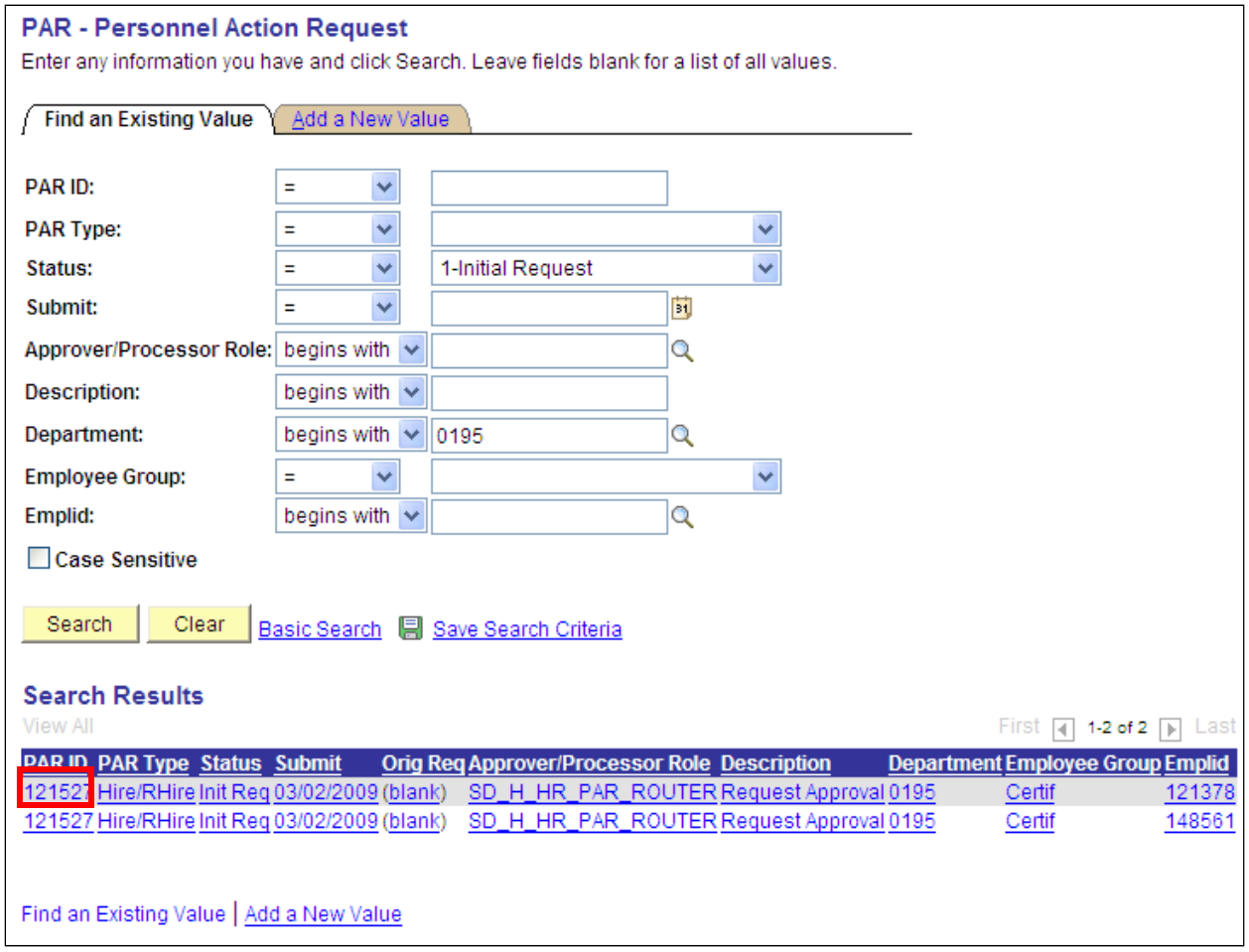
Navigation: Workforce Administration → Personnel Action Request→ Find an Existing Value

Step 2

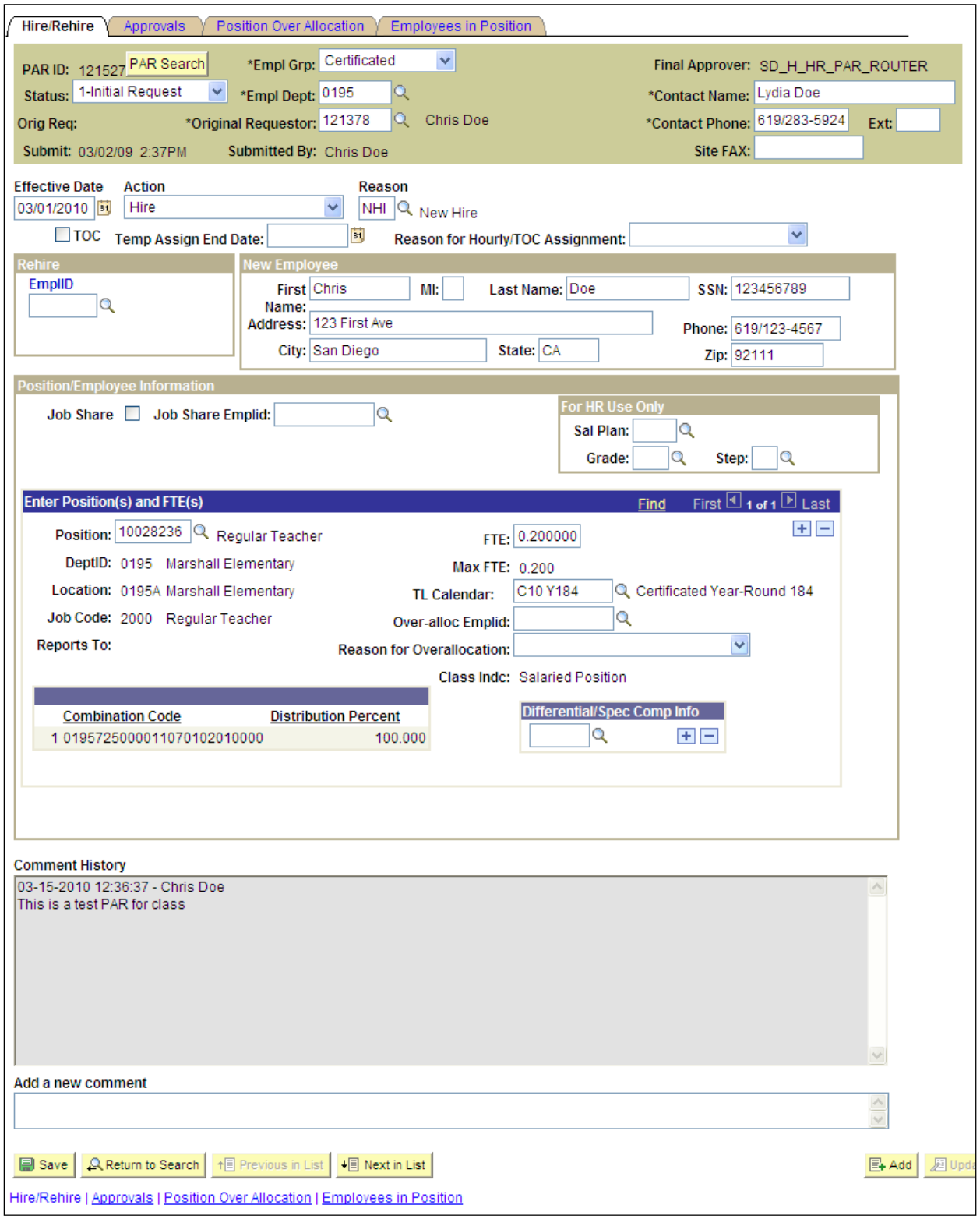
To search by **PAR ID**, **PAR Type** or **Status** click the drop-down menu for that field to make your selection. To reduce the number of rows returned in your search, be specific with the search fields. Enter your DeptID in the **Department** search field. Click Search to view a list of results.



Step 3
Choose the PAR you want to view by clicking the link.



PAR page is displayed.



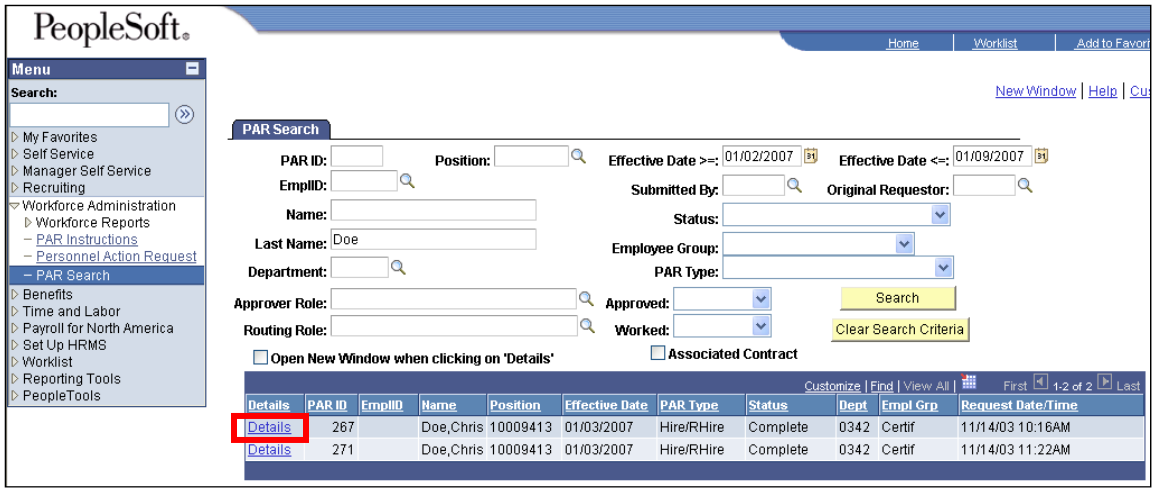
PAR Search

The PAR Search page is a powerful search tool that allows you to search on more criteria than the Personnel Action Request screen. With the PAR Search, you can perform searches on any combination of the following fields:

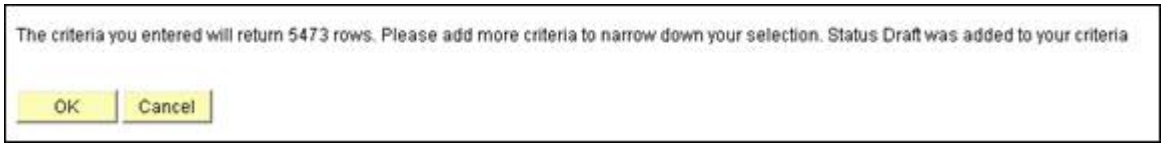
- Submitter Name
- Originator Name (Site Admin or Dept. Head)
- PARs with contracts (certificated only)
- Last Name
- Position Number
- PAR Effective Date range

Step 1
Navigation: Workforce Administration → PAR Search

Step 2
As an example, enter a last name in **Last Name** field and/or type in **Employee ID** number. Enter an **Effective Date for the PAR(s) you are searching for**. Click Search to view a list of results. Depending on the criteria you enter, several employees with the same last name and effective date might be displayed. Choose the correct employee by clicking the Details link to view the detailed PAR information.

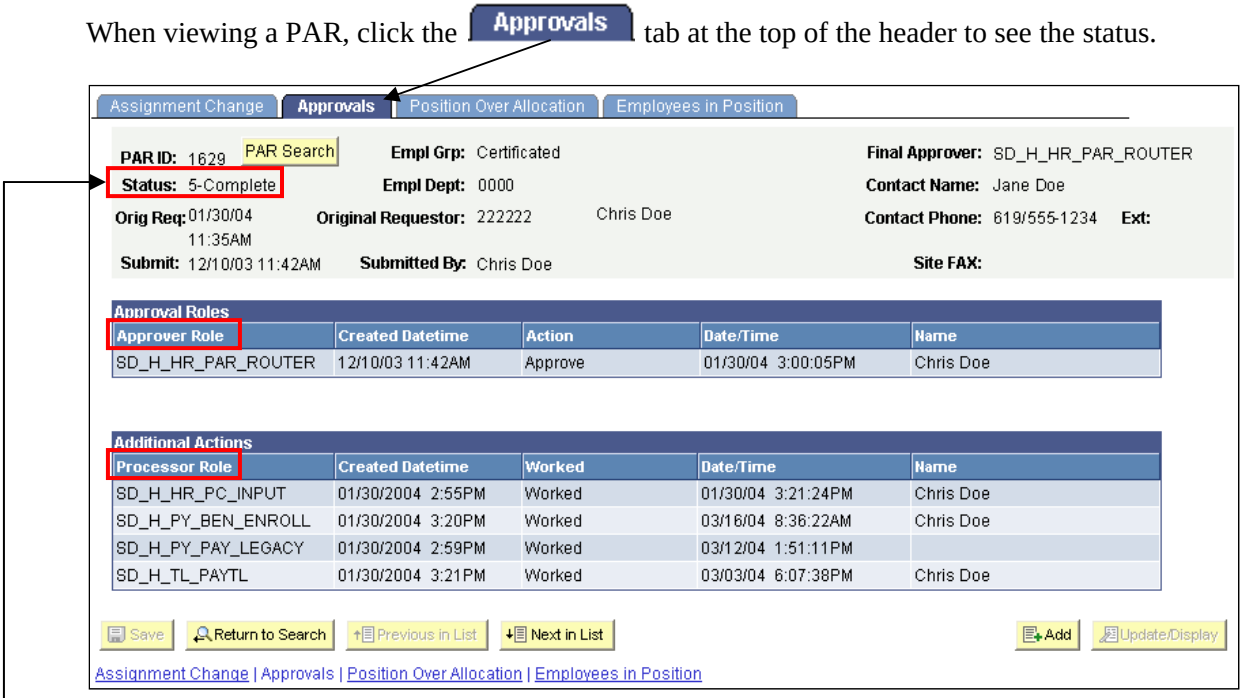


NOTE: If your search criteria is too broad, it could return more rows than the system can display. If an error message such as the one shown below appears, enter additional criteria to narrow you search.


The criteria you entered will return 5473 rows. Please add more criteria to narrow down your selection. Status Draft was added to your criteria
OK
Cancel

How to Check on a PAR

When viewing a PAR, click the Approvals tab at the top of the header to see the status.



You can view who has or has not approved or worked the PAR.

PAR Status Definitions:

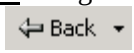
- **Draft** - When an incomplete PAR is saved. Populate remaining required fields and save to move to *Initial Request.*
- **Initial Request** - When PAR is created by Submitter.
- **Submit for Approval** - PAR has been reviewed by Site Admin/Dept Head and is ready to be routed by HR.
- **Route for Approval** - PAR routed to one or more approver roles for review.
- **Route for Processing** - PAR routed to one or more processor roles to perform an action.
- **Complete** - All approvers have approved the PAR and all processors have marked the PAR **"Worked"**.
- **Cancel** - PAR is no longer active.

Chapter 8 - Resources & Support

Tips & Tricks

Don't Get Logged Out Unexpectedly! If you think it might take you longer than 15 minutes to complete your work in PeopleSoft, do the following to ensure the system won't log you out unexpectedly. After you log into PeopleSoft and after you click the **Financials Supply Chain** link, go back to the portal page (where you signed in) and close that window by its X button in the upper right corner.

SDCS Expense Rules – At the bottom of any Travel Authorization Summary and Expense Report Details page, you will find a link called **SDCS Expense Rules**. When you click this link it brings you to a page with all the district's rules and policies on eligible expenses. At the bottom of this page you can click **Return** to go back to where you left off.

Don't Click the Back Button – A general rule to follow when using any PeopleSoft applications is to **never** click the **Back** button 

on your browser window. Doing so can make you lose your work, and even kick you completely out of the software program. You will always be able to find a menu choice or other link to click on within the page, to bring you back to the previous page or to other pages.

Help Your Computer Work Better For You

It is important for you to maintain your PeopleSoft application connection so that it remains in optimum working condition at all times.

To do this, you must complete a quick, simple, routine task every day. The task is called "**Clearing [or Deleting] Your Cache Files**".

Cache files are files that are deposited onto your computer's hard drive every time you click to a new web page while you're on the Internet. They are also referred to as Cookies or Temporary Internet Files. They are generally harmless. But if you ignore them, they pile up every time you use the Internet. They can pile up so much that it can cause your computer to perform sluggishly, or even start to get weird error messages that make no sense. So, it's important for you to clear out all the cache files every day, to make room for the new ones that will come in.

The steps on the next page walk you through the procedure for clearing cache files:

Clear Cache Files – Example Exercise

Step by Step: Clear Cache Files

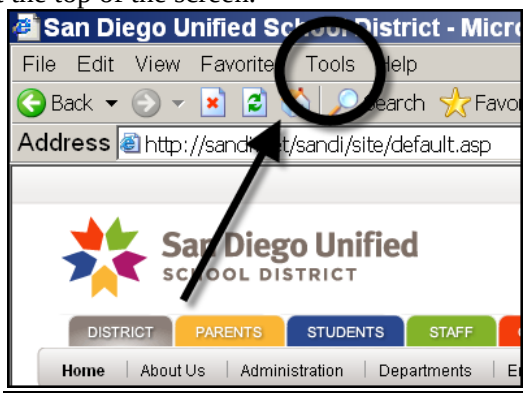
Step 1

Launch Microsoft Internet Explorer

. It makes no difference which web site or web page is displayed on your screen.

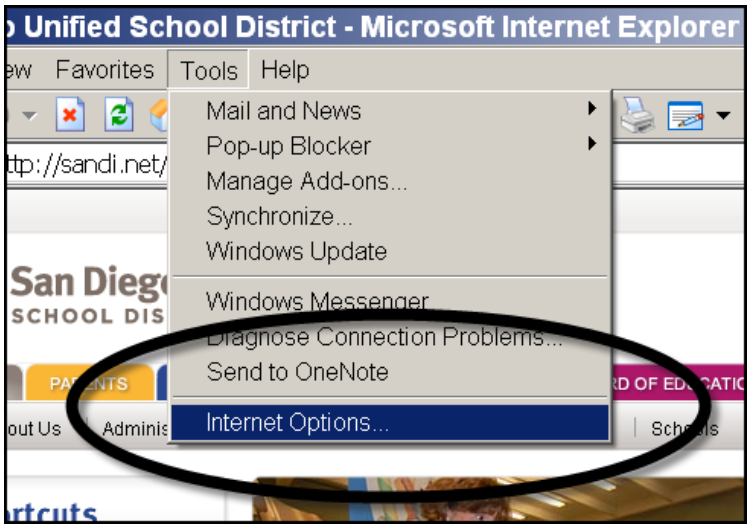
Step 2

Click **Tools** on the menu bar at the top of the screen.

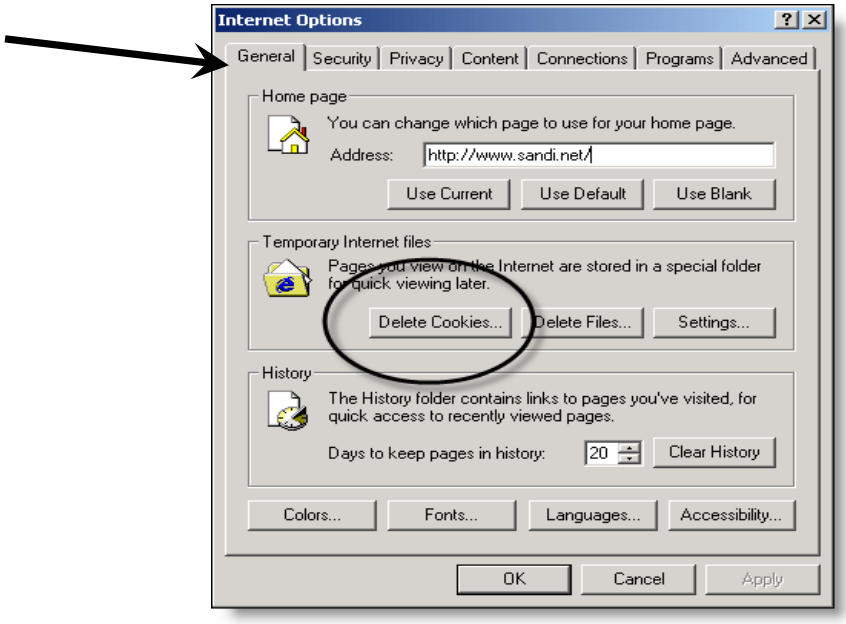


Step 3

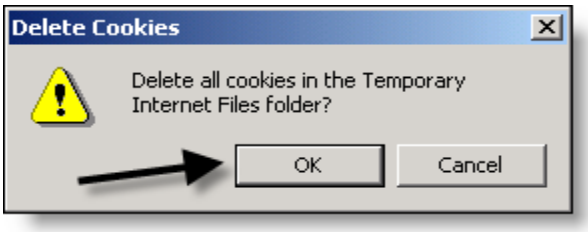
Click **Internet Options** on the Tools menu.



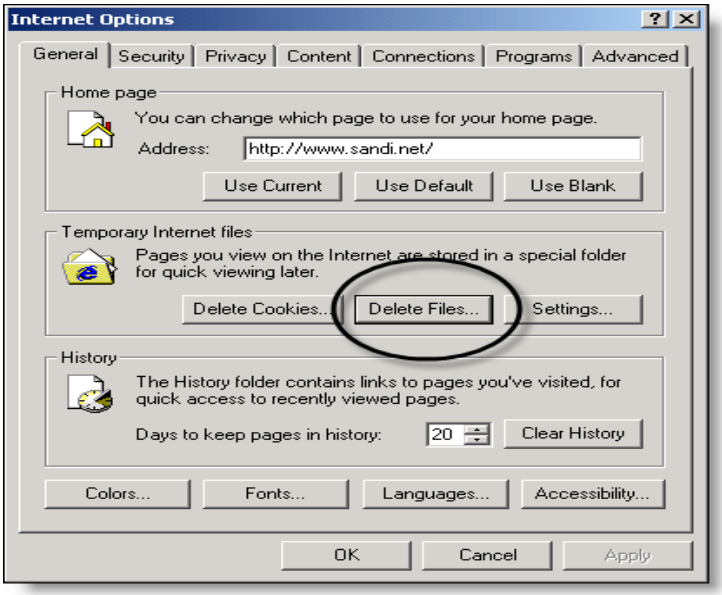
Step 4
Click **Delete Cookies** on the **General** menu.



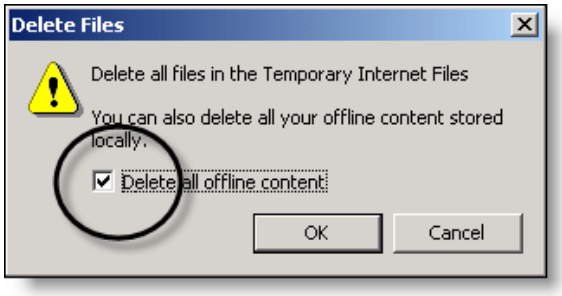
Step 5
Click **OK**.



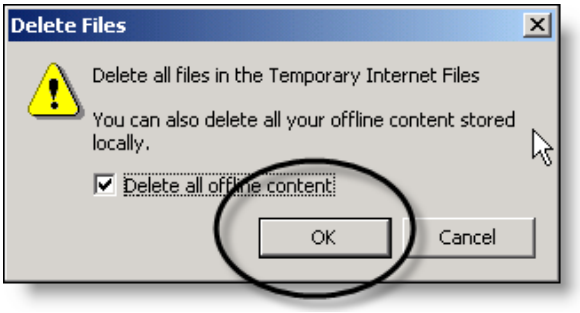
Step 6
Click Delete Files.



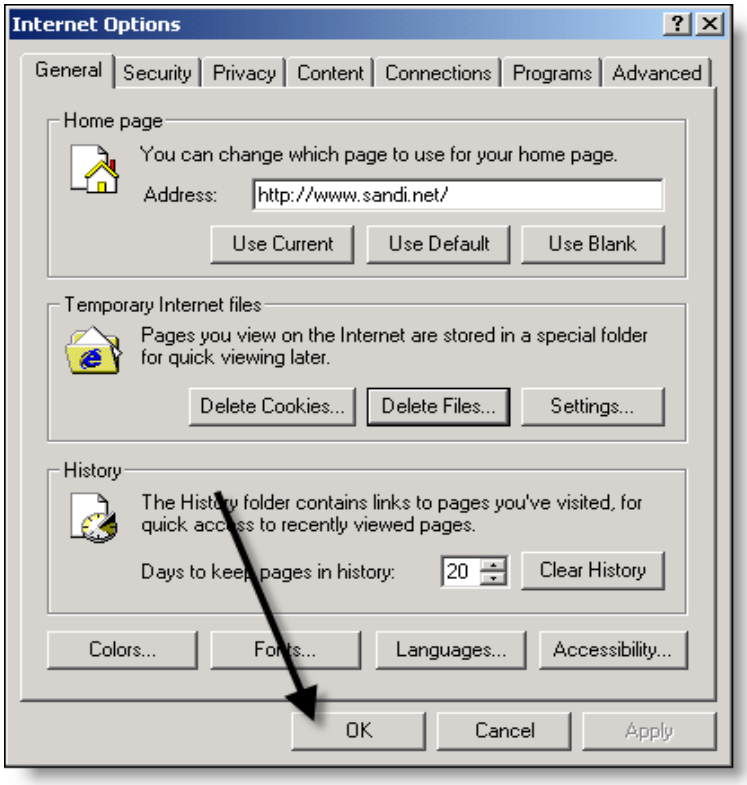
Step 7
Click a checkmark into the box labeled **Delete all offline content**.


Delete Files
Delete all files in the Temporary Internet Files
You can also delete all your offline content stored locally.
Delete all offline content
OK
Cancel

Step 8
Click **OK**.


Delete Files
Delete all files in the Temporary Internet Files
You can also delete all your offline content stored locally.
Delete all offline content
OK
Cancel

Step 9
Click the "big" **OK** button at the bottom.



Step 10
Close your browser window (Microsoft Internet Explorer). Re-launch it when you are ready to resume working on the Internet. This last step will refresh the browser and make it completely clean.

Support - How to Find Help

NOTE: DO NOT call the IT Help Desk. They cannot offer support on any PeopleSoft applications.
You have several ways to get help with using the district's PeopleSoft Financials software. Your support options are listed and explained here in the order of how you should proceed.
1) **First,** you need to carefully read (or re-read) your training materials (user manual, job aids). Most questions can be answered there.
To print out copies of extra training materials please go online to:
http://www.sandi.net/dwa/peoplesoft/readandlearn

You can find manuals (handbooks) and job aids which you can open, download and save on your own computer if desired, or just print them out directly from the website.
2) If you need more help than what the training materials provide, the **second** thing you can do is attend an **Open Lab** session. Open Lab is a free help clinic provided for all district employees who have **already completed** a related training class. Open Lab is held on a regular basis, year-round. At Open Lab you can receive individualized, one-on-one assistance from the district PeopleSoft instructors with any problems or questions you may have while using the PeopleSoft software. Open Lab is a first-come-first-served arrangement. No appointments are taken. Just show up, and bring your work and all pertinent information with you.

For details on when and where Open Lab takes place (the schedule is posted every month on the district's DWA web site), please go online to: http://www.sandi.net/dwa/peoplesoft/training
Once there, scroll your page down and look for the hyperlink titled "**Practice what you've learned at Open Lab!**" You can click on that link to see details about Open Lab.
3) **After** you have done Steps 1 and/or 2 above, if you still feel you need further assistance, please contact the appropriate district expert.
To find help with **eProcurement**, please contact this person in the Purchasing Dept.:
Robin Hoffpauir at (858) 522-5805 or rhoffpauir@sandi.net
To find help with **Travel Expenses**, as of the printing of this manual, the following page shows a current list of staff members in the Accounts Payable Department who are assigned to assist employees across the district, according to the last name and/or Employee ID number:

SAN DIEGO UNIFIED SCHOOL DISTRICT
ACCOUNTS PAYABLE UNIT - ALPHA BY FIRST NAME
VENDOR ASSIGNMENTS EFFECTIVE 07/01/09 - 06/30/10

Vendors are assigned to A/P staff alphabetically by the payee's last name or company name. Employee Travel Authorizations and Expense Reports with receipts are assigned to A/P staff alphabetically by the traveler's last name. Employee Mileage Reports are assigned to A/P staff by the last 2 digits of the employee's six digit employee number.

A/P Staff:

ALPHA VENDOR NAME	A/P TECHNICIAN	PHONE NUMBER (619)	E-Mail Addresses:
A	Cristi Childers	725-7683	Abe - jcaluza@sandi.net
Ba - Bd (except Barnes & Noble)	Phuong Pham	725-7761	Cindy - cstephens@sandi.net
Barnes & Noble	Cindy Stephens	725-7763	CoCo - svelazquez1@sandi.net
Be - Bz	Cordae Auld	725-7758	Cristi - cchilders@sandi.net
Cellular Telephone Service	Sheryl Stearns	725-7757	Cordae - cauld@sandi.net
C	Cindy Stephens	725-7763	Kitty - cjackson1@sandi.net
D	Sheryl Stearns	725-7757	Magda - mhenein@sandi.net
E	Magda Henein	725-7760	Margaret - mgomes@sandi.net
F	Margaret Gomes	725-7768	Nancy - nmiraflor@sandi.net
G	Cordae Auld	725-7758	Phuong - ppham@sandi.net
Gas & Electric Utilities	Margaret Gomes	725-7768	Sheryl - sstearns@sandi.net
H	Phuong Pham	725-7761	Stephanie - strump@sandi.net
I	CoCo Velazquez	725-7759	Tina - tjair@sandi.net
J	Tina Jair	725-7764	
K	Magda Henein	725-7760	
L	Cindy Stephens	725-7763	
Ma - Mh	CoCo Velazquez	725-7759	
Mi - Mz	Abe Caluza	725-7771	
N	Kitty Jackson	725-7751	
O	Stephanie Trump	725-7765	
Pa - Pm	Stephanie Trump	725-7765	
Pn - Pz	Abe Caluza	725-7771	
Q	Nancy Miraflor	725-7766	
R	Kitty Jackson	725-7751	
S (except San Diego & Sup't of Schools	Tina Jair	725-7764	

San Diego	Nancy Miraflor	725-7766
Superintendent of Schools	Margaret Gomes	725-7768
Telephone Service - Land Lines	Magda Henein	725-7760
T	CoCo Velazquez	725-7759
U – V, X, Y, & Z	Nancy Miraflor	725-7766
W (except Whoo's Smart)	Phuong Pham	725-7761
Whoo's Smart	Kitty Jackson	725-7751
Water/Sewer Utility Service	Abe Caluza	725-7771

Payroll Phone List

Main Number: (619) 725-7725
Fax Number: (619) 686-6729

PAYROLL SPECIALISTS- Monthly and Hourly

- **Elementary Schools:**

Locations 0001 - 0089	725-7729	Anna Marie Villegas
Locations 0090 - 0150	725-7712	Margie Warthen
Locations 0153 - 0214	725-7711	Steve Dozier
Locations 0215 - 0297	725-7722	Alice VanCleave

- **Secondary Schools:**

Locations 0301 - 0331	725-7723	Yesenia Mundo
Locations 0332 - 0354	725-7727	Dana Chernoy-Brunetto
Locations 0355 - 0369; 3637 - 3753	725-7728	Norma Velazquez

- **Central Office**

Locations 0382 - 0791, 5100 - 5422	725-7733	Denise Hill
Locations 5423 - 5568	725-7726	Sherie Redding
Locations 5571 - 5927;	725-7709	Arlene Mataban
Locations 0834 - 0896, 8302 - 8813; 5831	725-7710	Lori Wilkinson

- **Hourly Substitutes (Alpha Last Name)**

Location 5831 Subs: A - Z	725-7710	Lori Wilkinson
Location 5998 Subs: A - H	725-8009	Deana Davidson
Location 5998 Subs: I - Q	725-7709	Arlene Mataban
Location 5998 Subs: R - Z	725-8146	Catherine Dickens

- **Garnishments/Worker's Comp; Direct Deposit:**

Wage Withholding Orders	725-8009	Deana Davidson
Workers' Compensation	725-8146	Catherine Dickens
Direct Deposit: A - L	725-7718	Karen Guild
Direct Deposit: M - Z	725-8146	Catherine Dickens

GENERAL INFORMATION

Payroll Manager	725-7717	Sue Weir
Supervisor Classified Payroll	725-7702	Trudy Johnson
Supervisor Certificated Payroll	725-7730	Judy Wind-Walker
Administrative Aide	725-7718	Karen Guild
Senior Systems Analyst	725-7735	Cyndi Grape
Personnel-Payroll Clerk	725-7736	Christi Lary

PeopleSoft Human Resource Support Contact List

If you have a question about or would like some help with the Human Resource side of PeopleSoft, this is the document for you.

This shows you how to get help for the following PeopleSoft applications:

- **PAR Processing**
- **eRecruit** (Post & Bid / Summer School / Intersession)

The first thing you need to do **before** you pick up a phone or send an e-mail for help is to refer to the appropriate hard copies of training materials. Training materials are the printed manuals and job aids (cheat-sheets) that are given to you when you attend training classes. The same training materials can also be printed out on your computer from the district's DWA training website.

If you need to print out any training materials, please go online to:

http://www.sandi.net/peoplesoft/readandlearn/index.asp

These training materials are specifically designed to walk you through (with step-by-step illustrated instructions) all the functions of their respective software applications.

After you read the training materials, if you still have unanswered questions, please attend an **Open Lab** session, or contact the appropriate person from the list below. Information about Open Lab can be found at:

http://www.sandi.net/peoplesoft/training/open_lab/practice.asp

PAR Information and Help

All PARs are routed by the HR teams listed below

School Type & HR Officer	Contact	Telephone	e-mail address
Elementary Schools & CDC (Hedieh Khajavi)	Ann Cato	725-8032	acato@sandi.net
	Penny Crosby	725-8105	pcrosby@sandi.net
	Jose Delao	725-8008	jdelao@sandi.net
Secondary Schools (Jeanne Batey)	Darin Noyes	725-8019	dnoyes1@sandi.net
	Leticia Saldivar	725-8017	lsaldivar@sandi.net
	Ester Victorio	725-8114	evictorio@sandi.net
Central Office (Sue Wybraniec)	Sonja Elston	725-8093	selston@sandi.net
	Yolanda McKnight	725-8067	ymcknight@sandi.net
	Gloria Rangel	725-8172	grangel@sandi.net

Questions about a Leave of Absence PAR	Contact	Telephone	e-mail address
Certificated Staff	Ann Cato	725-8032	acato@sandi.net
Classified Staff	Gloria Rangel	725-8172	grangel@sandi.net

How to Choose the Correct PAR

1. Navigate to **PeopleSoft Human Resources 8.9**
2. On the **Workforce Administration** menu, click on **PAR Instructions**.
3. The PAR Instructions will help you to choose the correct PAR.

eRecruit Information and Help

(Post & Bid/Intersession/Summer School)

School Type & HR Officer	Contact	Telephone	e-mail address
Elementary Schools & CDC (Hedieh Khajavi)	Ann Cato	725-8032	acato@sandi.net
	Penny Crosby	725-8105	pcrosby@sandi.net
	Jose Delao	725-8008	jdelao@sandi.net

School Type & HR Officer	Contact	Telephone	e-mail address
Secondary Schools (Jeanne Batey)	Darin Noyes	725-8019	dnoyes1@sandi.net
	Leticia Saldivar	725-8017	lsaldivar@sandi.net
	Ester Victorio	725-8114	evictorio@sandi.net
HR IT Systems Analyst	Herschel Johnson	725-8007	HJOHNSON@sandi.net
HR IT Systems Analyst	Anthony Rodgers	725-8086	arodgers@sandi.net
Certificated Manager	David Lee	725-8075	DLEE@sandi.net